

This privacy notice ("Notice") applies to current and former Young Talent Development students and applicants. The purpose of this Notice is to inform you of how we process your Personal Data. This Notice does not form part of any contract or agreement.

For the purpose of applicable data protection legislation, the entity which is responsible for your Personal Data is King Abdullah University of Science and Technology, Thuwal 23955-6900, Kingdom of Saudi Arabia ("KAUST", "we", "us", "our").

This Notice replaces and supersedes any previous notices addressing the same or similar issues, whether formal or informal. KAUST reserves the right to alter, amend, or replace this Notice in whole or in part. The latest version of this Notice can be found here. You should always check that you are referring to the latest version of this Notice if you have previously downloaded hard copies of this Notice.

1. What Personal Data do we process about you?

The information collected depends on many factors, such as the YTD program you are involved in; whether your program involves studying out-of-Kingdom; your activities at KAUST and attendance at events; and your requests for services provided by KAUST.

Below are some examples of categories of Personal Data we may hold about you:

- Personal details such as name, date of birth, gender, nationality
- Contact details such as email address; residence and mailing address in Saudi Arabia; home and mobile phone numbers; social media accounts
- Acceptance of terms and conditions by parent/guardian
- Emergency contact information, including parents’ or guardians’ telephone numbers and email addresses
- Government IDs, i.e., National ID, passport, and/or family card, for gate access and travel bookings
- Booking details required for incoming and outgoing relocation
- KAUST ID (including a photo); KAUST-issued email
- Program name; your assigned faculty member and tutor, student support staff, tutoring group, and experience coordinator
- Recruitment information (including your completed application; secondary school transcripts; essays; standardized test scores such as SAT, STEP, TOEFL, IELTS, TOEIC, QODORAT, and TAHSEELI; certificates for special courses and activities attended; and other information included in the application process)
- Information related to accessibility and accommodation requests or requirements
- Information related to your assigned housing / accommodation at KAUST
- Student emails and communication
- Extracurricular and enrichment events and activities attended

- Research conducted, including research papers, presentations and posters
- Certificate after program completion
- Any changes in program status (i.e., dismissal, inferred or voluntary withdrawal)
- Information, including supporting documents, related to conduct cases and complaints/grievances
- Program feedback provided in surveys or assessments
- Information about visiting parents/guardians for Poster Symposium
- CCTV footage and other information obtained through electronic means such as swipe card records
- Information about your use of KAUST’s IT systems and library resources
- Audio and video recording of final presentation
- Photos, videos, recordings and statements for publications, advertising, or other media activities (i.e., covering program events; appearing on your program website; featuring your research, startup or other achievements; for a media campaign you participate in; recognition received linked on KAUST’s website or its social media accounts)
- Information about your education, employment, achievements, and accomplishments after you have completed our programs

2. What sensitive Personal Data may be collected?

We may also collect, store and use the following "special categories" of more sensitive personal information, when applicable, to meet our obligations under applicable Saudi laws; to implement an agreement we have with you; to fulfil our duty of care to ensure a safe campus and living environment; to safeguard vulnerable individuals; and to prevent unlawful acts from occurring:

- Medical information related to:
 - Pre-onboarding health form
 - Health information you provide about medical conditions, medications you are taking, and any allergies you have
 - Information to support your enrollment in health insurance
 - Involuntary withdrawal request
 - An accommodation or accessibility request
 - Clinical Crisis Team cases and
 - Reported or discovered illness, injury, and/or mental health concern.

Children are considered a vulnerable category under certain data protection laws.

3. Where do we get your Personal Data?

You may provide KAUST with your Personal Data in-person, via email, text, online chat, phone, a virtual meeting, and/or webforms through the application and selection process and throughout your time at KAUST. Information may be requested and collected, for example, during recruitment; admissions; onboarding and orientation; when grievances/complaints involving you are filed; if you are part of any disciplinary proceedings; when you send inquiries or make requests; when you register for activities, events, workshops, and other opportunities at KAUST; when you participate in class and research and submit coursework; when grades are issued; during the final exit process; when you provide feedback as an alumnus; and in other circumstances as needed.

We may receive Personal Data about you from other individuals, for example, who express concern about you; mention you in a grievance/complaint; or mention you in relation to an incident involving you with health, safety, security, or disciplinary implications. The information we collect about you may be received over the phone, email, text, or in a virtual or in-person meeting.

We may receive information from entities external to KAUST. The table below lists some of the data sources and data we may receive from them.

External Source	Data we may receive
Educational institutions and talent organizations	List of students nominated for the program, including student names, ID numbers, and test scores
Enrichment providers or institutions hosting interns	Feedback on individuals participating in enrichment or internships
Foreign governmental entities	Status of visa applications and visa details
Hosting institutions abroad	Relevant information related to students in the program, including housing, academic performance and progress, conduct, and wellness
Institute of International Education (IIE)	Progress reports and updates about students out-of-Kingdom, including medical and financial updates or anything related to program eligibility and participation
Mawhiba, MISK, and in-Kingdom schools	Nominations for admission into YTD programs, including, when relevant, information regarding the stage the student qualifies for IBDA and ISEF, verified by National ID number
Medical Insurance Providers	Assigned policy number
Medical Service Provider at KAUST Health	KH provides a medical report to share with parent and management related to a doctor’s visit or ER visit
Test score reporting portals	Student scores on standardized tests
University Travel Office	Student’s travel details related to relocation

4. Do I need to provide all the information requested?

Webforms and communications from KAUST will identify mandatory data fields and documentation. For webforms or paper forms, you do not need to provide information in fields marked “Optional”.

Information requested in relation to your student application, onboarding, and when signing the enrollment form is mandatory. Failure to submit such documentation can jeopardize your acceptance, enrollment, or eligibility to live at KAUST.

You are required to complete a KAUST ID Request. You will not be issued a KAUST ID if you do not provide the information requested, which will impact your ability to access KAUST and its facilities.

For medical insurance, all Personal Data requested is mandatory for your enrollment in the applicable plan and/or to correctly process benefits.

Institutional and academic requirements are communicated throughout your time at KAUST. Information related to meeting these requirements (i.e., attendance, grades, completion status) must be submitted or recorded. Failure to meet these requirements could impact you receiving a certificate of program completion.

For conduct cases and complaints, you are provided the opportunity to share your story and/or version of events, but it is optional whether you provide the information requested. Withholding information may mean the case is not pursued or that your perspective is not taken into consideration in the outcome. A decision will still be made even when a respondent declines to respond.

It is mandatory to cooperate with KAUST when there is a serious risk of harm to yourself or to others. If you are exhibiting unsafe behaviors and decide not to provide requested information, this may result in consequences, up to and including exiting the University.

For any questions about the mandatory or optional nature of Personal Data requested, please contact us at DPO@kaust.edu.sa.

5. Why do we collect and process your Personal Data?

We process your Personal Data for the purpose of providing our pre-university program. The table below lists reasons why we may process your Personal Data, when applicable, and the associated legal basis.

PURPOSE	LEGAL BASIS
Manage agreements related to conducting research and living at KAUST	Agreement/Contract
Collect and maintain emergency contact information	Consent Serve your vital interests or a definite interest of yours when you are unreachable Protect public health or safety Comply with applicable laws
Book and organize relocation travel	Agreement/Contract
Issue KAUST ID; grant facility access; provide IT services and library services	Agreement Comply with applicable laws (i.e., NCA requirements) Legitimate interest in securing KAUST’s facilities, equipment, and information from unauthorized access
Administer benefits (i.e., medical insurance)	Agreement/Contract
Organize program events and extra-curricular activities and facilitate participation	Agreement/Contract
Provide research opportunities, lectures, coaching, tutoring, and require academic deliverables for graduation	Agreement/Contract
Manage complaints and conduct cases	Agreement/Contract Comply with applicable laws Legitimate interest in ensuring a safe, respectful, productive, healthy, and pleasant environment for studying and living
Investigate and manage health and safety incidents; illness and injury management; and consulting, monitoring, and/or management of exposure to animals, lead, blood and body fluids	Comply with applicable laws Legitimate interest in protecting and supporting student health, safety, and wellbeing
Monitor and timely support individuals exhibiting at-risk or unsafe behaviors, to help keep that individual and/or the community safe	Agreement Serve your vital interests or a definite interest of yours when you are unreachable Protect public health or safety Comply with applicable laws
Carry out CCTV surveillance to deter, detect or investigate incidents, and to maintain the health and safety of individuals and security of facilities and equipment	Comply with applicable Saudi laws Legitimate interest in protecting health and safety of students working in labs and research centers and supporting the security of the KAUST’s facilities and equipment

Manage final exit from KAUST	Agreement/Contract Consent (exit survey)
Test functionality of systems and applications; manage information; and analyze data to evaluate and improve provision of services	Legitimate interest to ensure operations and services run efficiently and to inform strategy and decisions
Maintain an updated database of alumni	Consent
Improve the program through collecting feedback	Consent

The Personal Data collected to effectively administer your participation in a KAUST pre-university program will not be processed later in a manner inconsistent with this purpose, except as provided or required by law. KAUST will never sell your Personal Data.

6. Is there automated decision-making or profiling involved?

No, KAUST does not rely on any automated decision-making or conduct any profiling in this process.

7. Who do we share your Personal Data with?

Within KAUST, we share the minimum relevant information with the specific individuals deciding upon a request or an issue, to provide you with a relevant service. KAUST also shares internal operational reports regarding its programs and to improve its offerings. In cases requiring a death notification, KAUST will share minimum relevant information with affected community members.

Below is a table of external entities and individuals with whom we may share your information, what we share, and why.

Entities and individuals	Information we may share (when applicable) and why
Benefits Providers	Information to support the administration and processing of applicable benefits, i.e., health and dental insurance.
Communication and writing coaches, tutors, and experience coordinators	Student names, parents’ names, school names, test scores, dates of birth, writing samples submitted, student presentations and papers, essays from the application, city of residence, and other information relevant to the program activity
Contractor workforce employees and independent contractors	Some individuals processing your Personal Data may be contractor workforce employees and/or independent contractors who work at KAUST.
Court or governmental entity	KAUST may share relevant information about you in a court case or in response to a governmental entity where a claim, complaint, or lawsuit has been brought against KAUST. Such requests will be handled through KAUST’s Office of the General Counsel.

Emergency contact and/or emergency responder	KAUST may disclose relevant information to an emergency contact and emergency responders in emergency cases, i.e., suspected/confirmed death, urgent hospital admission for a serious health reason, loss of consciousness and not responding, serious physical injury or mental health crisis, reported missing, or for other serious welfare concerns.
Extra-curricular trainers	Names of students, medical conditions relevant for activities
External partners, i.e., IIE, hosting institutions abroad	All student information relevant to the student’s participation in a program is shared.
KAUST social media channels and KAUST website	KAUST may publish your stories, videos, statements, recordings, and photos; feature you in articles; and/or include summaries and links to news stories highlighting your achievements on our KAUST website and on KAUST’s social media channels.
Medical Service Provider at KAUST Health	With your written consent, KAUST will share relevant information with KAUST Health so it can provide you with support. KAUST will share information with KAUST Health when an individual is a health or safety risk to themselves or others.
National Information Center	KAUST’s medical insurance provider confirms student insurance coverage to the National Information Center
Online college test preparation platform(s), i.e., Magoosh	Student names and emails to register on the platform
Foreign governmental entities	For students studying out-of-Kingdom, information required for a visa application is shared with the relevant governmental entity.
Universities	With a student’s consent, KAUST will verify participation in the YTD programs.
Saudi Embassy	In the case of death out-of-Kingdom, we may share relevant information regarding a deceased individual with the Saudi Embassy to expedite legal proceedings.
Software providers and software development consultants	Your Personal Data is processed using software. Project-based consultants may support KAUST with data entry, workflow development, and software development, and that would include access to some of your Personal Data as outlined in this Notice.
University Travel Office	Information required to book relocation travel, including programs out-of-Kingdom.

8. How long do we keep your Personal Data?

Your Personal Data are retained in accordance with KAUST’s records retention and disposition schedules or, where no retention period has been scheduled, held permanently in applicable systems of record.

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