

Privacy Notice: Alumni Affairs

Applicability: Alumni

This privacy notice ("Notice") applies to all alumni of King Abdullah University of Science and Technology ("KAUST", "we", "us", "our"). 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.

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?**

For alumni, we may collect or otherwise process the following types of Personal Data:

- your contact details and KAUST ID number (name, email, mobile number, address)
- year of graduation
- your story or experiences that you share with students or prospective students
- current employment or university and employer category
- academic and professional experience, recognition, and achievements
- news stories recognizing your achievements
- involvement in a startup
- information related to volunteering as an ambassador
- social medial profiles
- information related to attending alumni events, including feedback surveys
- feedback on KAUST experience upon graduation
- information related to visits to KAUST (i.e., visit details, documentation required for gate entry)
- photos and videos (i.e., graduation, shared by you or developed with you for a video campaign, or published in media)
- information required to support requests, i.e., for degree verification, transcripts, or a diploma
- communications in your KAUST email – please note that this remains private to you
- historical student data from your time at KAUST

This list is not comprehensive, as alumni offerings or correspondence may involve processing other types of Personal Data.

## **2. What sensitive Personal Data may be collected?**

No sensitive Personal Data is collected for alumni activities or events. Your historical student data may include sensitive Personal Data – please see the Graduate Student Privacy Notice for more information.

### 3. Where do we get your Personal Data?

We may obtain information about you from your public social media accounts, from news stories, or from other publications. We may create photos and videos where you appear, i.e., related to graduation or other events at KAUST in public spaces. We may work with you directly on videos or photos, for example, for the Alumni Spotlight or video campaigns. You may directly provide us with your information via email, in-person, and when you complete a webform (for example, to provide feedback; update your information; register for an event; share your story; request transcripts, a diploma, or degree verification; or sign up to volunteer). If you visit KAUST, you provide visit details and documentation in your visit request webform. KAUST also maintains historical student data about you in its student database.

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

Volunteering as an ambassador, participating in alumni events and activities, and maintaining your KAUST-issued email are completely optional; we rely on self-reporting, at your discretion. In requests for services provided by KAUST, required information is always marked as mandatory (often with an asterisk). If you have any questions about the collection of your Personal Data, please contact [alumni@kaust.edu.sa](mailto:alumni@kaust.edu.sa).

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

KAUST's Alumni Affairs connects its global community of alumni to KAUST through bespoke programs of events, volunteering, communications, and professional opportunities that offer intellectual and professional development. It prioritizes the cultivation of a dynamic community of engaged alumni who give back to KAUST, are ambassadors for the University globally, and support KAUST aspirations now and in the future.

The table below provides the reasons why we may process your Personal Data and the associated legal bases:

PURPOSE	LEGAL BASIS
Manage your requests (i.e., for degree verification, transcripts, diploma)	Consent
Publish alumni achievements and pursuits (i.e., via video campaigns or featuring other publications on KAUST website)	Consent KAUST may process Personal Data that was publicly available or collected from a publicly available source.
Support global alumni chapters	Consent
Maintain a network of volunteers and coordinate volunteer activities and events	Consent KAUST may process Personal Data that was publicly available or collected from a publicly available source.
Facilitate alumni visits to KAUST	Consent

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Coordinate alumni events	Consent
Collect feedback on KAUST experience to improve student and alumni services and experience at KAUST	Consent
Manage email accounts for alumni	Consent
Maintain historical student data	Legitimate interest in maintaining academic records; preserving records of long-term historical value to KAUST; analyzing student and alumni trends over time; and internal reporting to support strategic decisions  Internal reports may also include personal data that was publicly available or collected from a publicly available source.

Your Personal Data collected for these purposes will not be processed later in a manner inconsistent with these purposes, except as provided or required by law.

**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 issue, or needed to provide you with a relevant service. KAUST may also feature select alumni in internal reports.

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

External source	Data we may receive
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.
IT technical support service providers	IT technical support consultants may have access to your Personal Data when providing technical support services to us.

KAUST websites and social media accounts	We may publish your stories, videos and photos; feature you in articles; and include summaries and links to news stories highlighting your achievements on our KAUST website and on KAUST's social media channels (i.e., Facebook, YouTube, Twitter, Instagram, LinkedIn, Flickr, and Weibo).
Photographer and/or videographer	KAUST may engage a photographer and/or videographer for event coverage.
Software cloud providers	Your historical student data, KAUST email account, and information you provide to KAUST are processed by software cloud providers that KAUST uses.

Please also refer to “Disclosures Required by Law or for Health and Safety” on our main Privacy Notice page.

### **8. How do we protect your Personal Data?**

Your Personal Data will be held strictly confidential. All KAUST employees are required to sign and comply with KAUST's Confidentiality Agreement, which requires handling confidential information with diligence and carefulness, in compliance with data privacy laws, and prohibits disclosure beyond a strict need-to-know basis.

To protect your digital Personal Data, KAUST applies technical measures such as encryption in transit and at rest in its systems and applications, with data hosted in various locations in Saudi Arabia, Europe, and North America. Any Personal Data received over email will be stored with strict access-controls and password protection. For more information about the technical measures KAUST applies to protect your Personal Data, please see KAUST's [Minimum Security Standard](#) and [Information Security Policy](#).

### **9. How long do we keep your Personal Data?**

Website content may be deleted with new updates. Digital historical student data and active alumni files are permanently retained. Event photos and videos, internal alumni reports, and completed requests are retained until operational use ceases.

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