



1

AVOID ASKING FOR

- Unnecessary information in emails, surveys, or forms
- Government IDs (collect only the details you need, not copies)
- The same data multiple times
- Sensitive data



3

EMAIL REQUIREMENTS

- Email only the minimum required personal information
- Use redaction so only pertinent details are shared
- Use links to shared documents instead of email attachments
- Double check "cc" recipients before sending mass emails
- Delete emails with IDs or CVs that are no longer needed



2

BE CAREFUL ABOUT ACCESS

- Share only with the minimum authorized recipients
- Restrict access to personal data in databases and shared folders
- Ensure access has been removed after an employee transfers



4

DELETE COPIES

- Delete copies once the data has been captured in the records system
- Review old files and delete personal data that's not needed for a record



PROTECTING
PERSONAL DATA IS
EVERYONE'S
RESPONSIBILITY!



For any data privacy questions or
for more information, please contact
us at DPO@KAUST.EDU.SA



جامعة الملك عبد الله
للعلوم والتقنية
King Abdullah University of
Science and Technology