



Digital Clean Up



PERSONAL DATA DELETION



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



DELETE

WHAT YOU SHOULD DELETE



NON-RECORDS ABOUT PEOPLE

Only delete non-records. Records need to be deleted on the timeline dictated by your unit's records schedule. Non-records are copies, duplicates, drafts, and non-business-related content.

TO PROTECT PEOPLE & KAUST



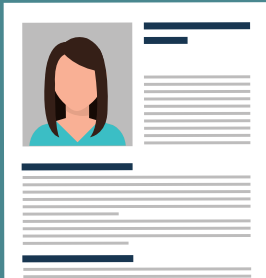
When we don't delete unneeded personal data, we:

- amass more personal data, increasing our breach exposure and risk of harming people;
- risk legal liability by not complying with laws, our contracts, KAUST's [Data Privacy Policy](#); and
- decrease our ability to comply with a deletion request.

WHY YOU SHOULD DELETE



EXAMPLES OF **PERSONAL DATA** YOU SHOULD DELETE



Old CVs in your email



Submitted visa applications and government IDs



Copies of job or student applications



Copies and unneeded drafts containing personal details



Visitor spreadsheets already uploaded into VMS



Individual survey responses after the report is finalized



Photos not intended for use or for publication



Personal content unrelated to work