



# Data Privacy Requirement Checklist for Forms

## Include on your form:

- Purpose Statement
- Email Address for the Unit/Team
- Consent Capture(s) or Lawful Basis
- Privacy Notice Link
- Retention Statement



## If applicable :

- Disclosure of Sensitive Data Processing
- Authorization Capture for Others' Data
- Parental Consent for Children's Data
- Cookie Banner



For questions, contact  
[PDP@kaust.edu.sa](mailto:PDP@kaust.edu.sa)

## Example Form

### Annual Conference – Speaker Registration Form

Please complete this form to register as a speaker for KAUST's Annual Conference. Contact [SpeakerSupport@events.kaust.edu.sa](mailto:SpeakerSupport@events.kaust.edu.sa) for any questions.

Contact Email

#### 1) Speaker Information

- ★ Full Name:
- ★ Professional Title:
- ★ Organization / Affiliation:
- ★ Email:
- ★ Mobile Phone:

#### 2) Proposed Session Details

- ★ Proposed Session Title: (10 words max)
- ★ Session Type: (Keynote, Panel, Workshop, Breakout, Lightning, Other)
- ★ Session Description (120-200 words):

#### 4) Biography & Headshot

- ★ Short Bio (100-150 words):
- ★ Headshot: (Attach a high-resolution JPG/PNG (min 1000px on the short edge))
- ★ Use of Bio/Headshot on website and materials: (Grant/Decline)
- ★ Recording & Distribution Permission: (Grant/Decline)

#### 5) Availability

★ Indicate Dates of Availability: March 12, March 13, March 14

I consent to the processing of my personal information for the above-mentioned purpose(s). For more information on how KAUST handles your personal information, please see [KAUST's Privacy Notice](#).

Privacy Notice Link

Retention of submitted responses: Not to exceed 1 year.

Retention

Purpose

Consent Capture

# Recommended Standard Language to Use for Forms

## Purpose

This form is to *[insert purpose for collecting data and how you will use the information]*. Your personal data will not be processed later in a manner inconsistent with these purposes, except as provided or required by law.

## Email Contact

Contact *[insert your team email]* for any questions.

## Consent

I consent to the processing of my personal information for the above-mentioned purpose(s).  
For more details on how KAUST handles your personal information, please see [KAUST's Privacy Notice](#).

## Authorization

I have obtained consent or am otherwise authorized to provide information about the individuals whose information is requested in this form.

## Parental Consent

I am the legal guardian of the child whose information is requested in this form, and I consent to the processing of my child's personal information for the above-mentioned purpose(s). For more details on how KAUST handles personal information, please see [KAUST's Privacy Notice](#).

## Open-Text Disclaimer

To maintain privacy, do not include identifying information in your response such as names, addresses, or details that could identify you or others.

Option 1: Your personal information will be retained for no longer than *[Insert time]* and then securely destroyed or anonymized.

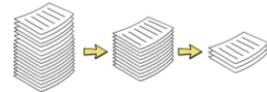
Option 2: Your personal information will be retained for no longer than required for the purposes collected and in accordance with KAUST's retention schedules, and then securely destroyed or anonymized.

## Retention

This website uses cookies to ensure ease of use, enhance functionality, and for analytical purposes. Visit our [Privacy Notice](#) for more information.  
**Accept all cookies** or **Accept only essential cookies**.



For questions, contact [PDP@kaust.edu.sa](mailto:PDP@kaust.edu.sa)



Only the **minimum** personal information is requested

Information needed for only a subset of responders is not requested of all

Requested data will **only** be used for the purpose stated

Open text fields include a **reminder not to submit PII**

Optional fields are marked **Optional**

Health questions are avoided unless core to the purpose

Only details of government IDs are requested, not uploads or copies (when a government ID is needed)





## Checklist for Mailing Lists

-  Individuals must **check a consent box** to be added to the mailing list
-  The request to be on the mailing list is a **separate, stand-alone consent request.**
-  The frequency of communications is clearly **stated if weekly or daily.**
-  The sign-up includes KAUST's **Privacy Notice Link**.
-  Each mailing list communications includes an **Unsubscribe** or **Opt-Out** in the footer.
-  When an individual unsubscribes, their email is deleted from the distribution list **within 30 days**



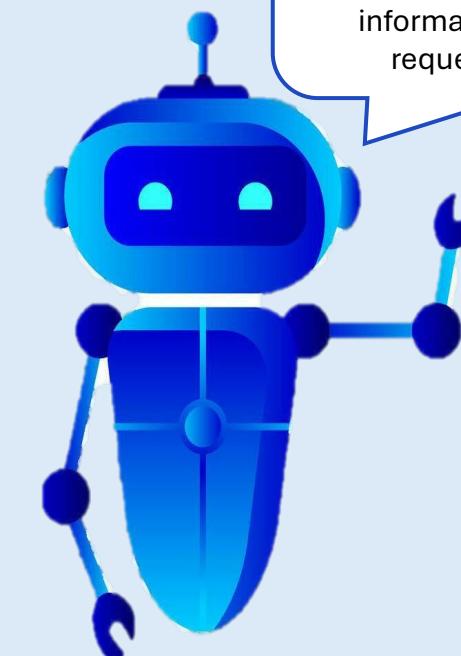
For questions, email  
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# Data Privacy Requirements Checklist for Chatbots

- A **consent** statement or consent capture in the *welcome message*.
- The consent includes the **purpose** for the chatbot (e.g., respond to queries or requests for services).
- A link to KAUST's **Privacy Notice**
- Chatbot **transcripts are deleted** on a schedule



Contact [PDP@kaust.edu.sa](mailto:PDP@kaust.edu.sa) for any data privacy questions.



Hi there, I'm InfoPal.  
I'm here to help! Welcome!

## Consent Capture

- I consent to the processing of my personal information to manage my requests.

[Privacy Notice](#)

## Consent Statement

By using this chatbot, you consent to the processing of your personal information to provide you with the information and services you request. [Privacy Notice](#)

# Checklist for Helpdesk Email Footers

- Add a link to KAUST's [Privacy Notice](#)
- Add a **data minimization message**

To protect data privacy, please do not share sensitive personal information unless requested.

- Label** and classify emails as “**Confidential**” when communications include personal information.
- Use KAUST's **Confidentiality Disclaimers** in emails that include confidential personal information.

## Confidentiality Disclaimer

This communication, including any attachments, is intended only for the use of the individual or entity to which it is addressed. The recipient is hereby notified that any dissemination, distribution, or copying of this communication to unauthorized individuals or for unauthorized purposes is strictly prohibited and in breach of the Confidentiality Policy and the KAUST Code of Conduct



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