

## PROCEDURE ON REPORTING PERSONAL DATA BREACHES TO DATA SUBJECTS

### SUMMARY

This procedure is about how to notify an individual about a data breach affecting their personal information. The main points are:

- We are required to tell individuals about a personal data breach that may cause them damage, affect their rights, or go against their interests.
- Data breach notifications need to be published very quickly and must be accurate.
- The [Personal Data Protection \(“PDP”\) Team](#) makes a recommendation to Legal on the requirement to notify and helps to draft the notification.
- The final language in the notification must be approved by Legal.

Important to remember:

1. A breach can be intentional or accidental. A breach is any unauthorized disclosure, leak, alteration, access, loss, or destruction of data.
2. Immediately report a personal data breach to [Cyberincidents@kaust.edu.sa](mailto:Cyberincidents@kaust.edu.sa) and [DPO@kaust.edu.sa](mailto:DPO@kaust.edu.sa).

### FREQUENTLY ASKED QUESTIONS

#### 1. When must KAUST notify individuals about a personal data breach?

KAUST must notify individuals **without undue delay** if a breach may cause damage to their personal data or conflict with their rights or interests.

#### 2. Who decides whether notification to impacted individuals is required?

The PDP Team recommends whether notification is necessary, and Legal makes the final decision.

#### 3. Who is involved in drafting the notification?

The PDP team will support drafting in coordination with the unit stakeholders, Information Security stakeholders, Legal, and GBC.

#### 4. Who approves the final notification before it is sent?

Legal must approve the final wording in a notification.

#### 5. What does the unit need to do after the notification is sent?

Provide a copy of the notification to [DPO@kaust.edu.sa](mailto:DPO@kaust.edu.sa) and store the breach notification records for 5 years.

#### 6. Who handles follow-up questions from impacted individuals?

Follow-up communications are managed by the PDP team and Legal.