

Data Privacy Requirement Checklist for Forms



Include on your form:

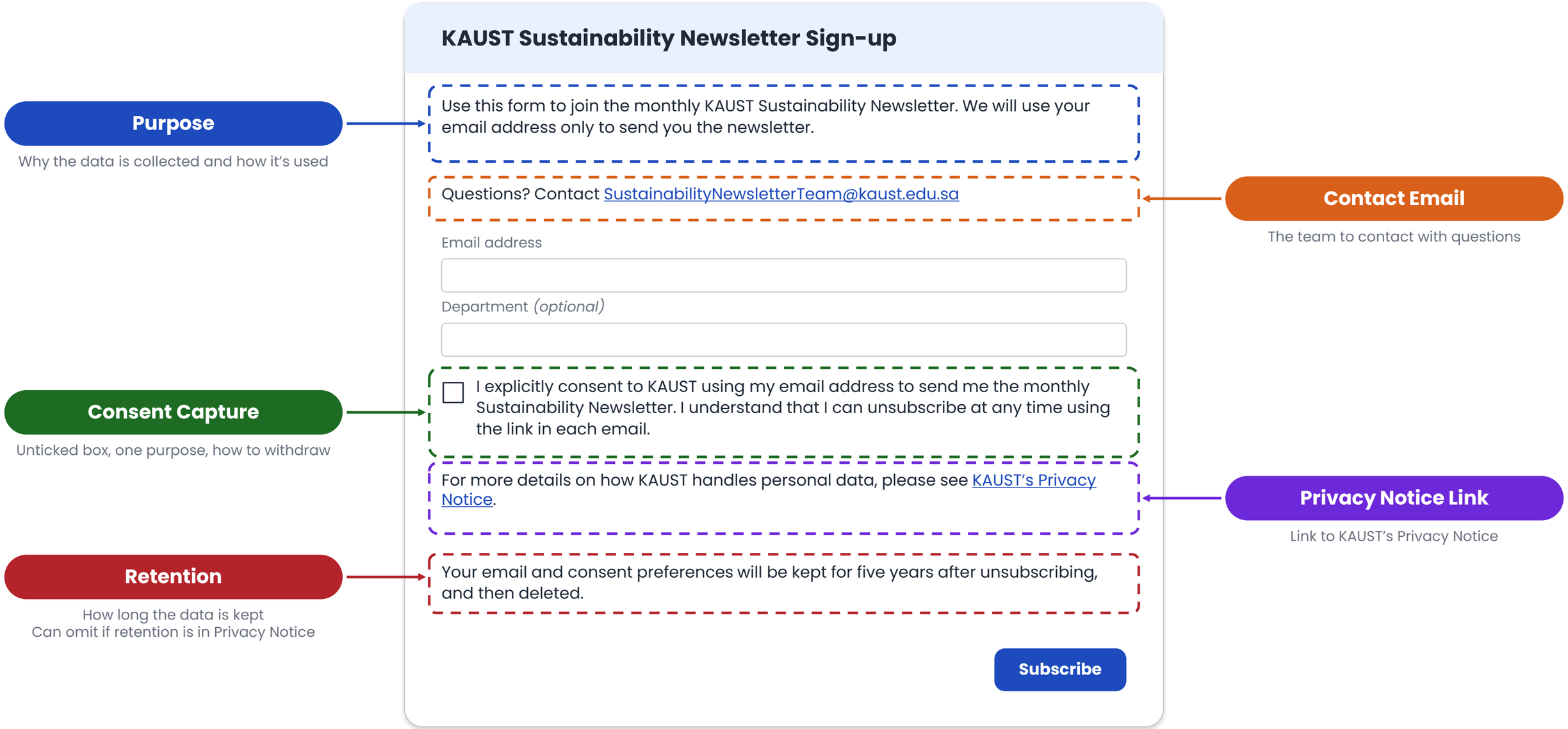
- ❑ Purpose Statement
- ❑ Email Address for the Unit/Team
- ❑ Lawful Basis, or Consent + Withdrawal Route
- ❑ Privacy Notice Link
- ❑ Retention Statement (if not included in the Privacy Notice)

If applicable :

- ❑ Explicit Consent for Sensitive Data
- ❑ Authorization Capture for Others' Data
- ❑ Legal Guardian Consent for Minors
- ❑ Cookie Consent Banner

For questions, contact
PDP@kaust.edu.sa

Example Newsletter Form



Standard Language to Use in 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 explicitly consent to KAUST processing my personal data for *[specify purpose]*. For more details on how KAUST handles personal data, please see KAUST's Privacy Notice. I understand that I may withdraw my consent at any time by *[insert withdrawal route]*.
Authorization	☐ I confirm that I am authorized to provide the personal data of the individuals named in this form for [specify purpose] and, where appropriate, have informed them that KAUST will process their personal data for this purpose.
Legal Guardian Consent	☐ I confirm that I am the parent or legal guardian of *[name]* and that I am authorized to give consent on their behalf. ☐ I consent to KAUST processing *[name]*'s personal data for *[specify purpose]*. For more details on how KAUST handles personal data, please see KAUST's Privacy Notice. I understand that consent may be withdrawn at any time by *[insert withdrawal route]*.
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.
Retention	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.
Cookie Banner	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** || **Accept only essential cookies ||**

Data Minimization Check for Forms

- 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)

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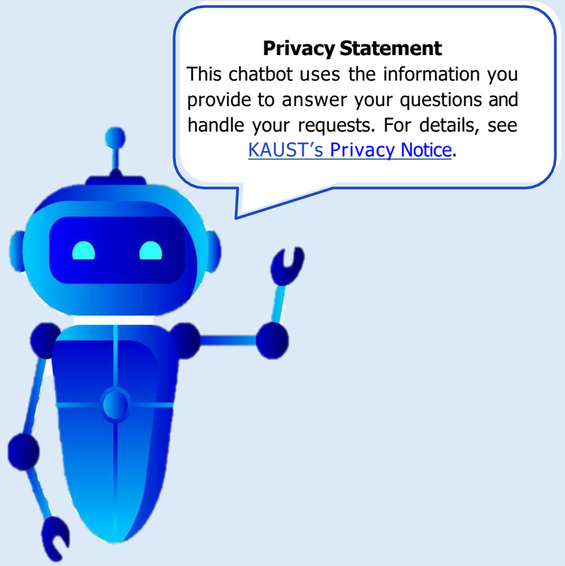
Checklist for Mailing Lists

- Individuals must **tick an unticked 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 sign-up **names the sender** and offers choices (e.g., frequency, topic).
- The sign-up links to KAUST's **Privacy Notice**.
- Every communication includes a visible **Unsubscribe** link.
- Unsubscribes take effect **without undue delay**; only a minimal do-not-contact record is kept.

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Data Privacy Requirements Checklist for Chatbots

- ❑ A **privacy statement** with the purpose in the welcome message.
- ❑ A link to KAUST's **Privacy Notice**
- ❑ Chatbot **transcripts are deleted** on a schedule



Checklist for Helpdesk Emails

- ❑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