



Privacy Policy

➤ Introduction

In recognition of Buraidah Colleges' commitment to the confidentiality and privacy of users' data on the Colleges' website, and to ensure its use for the purpose of improving user experience in accordance with the applicable laws and regulations in the Kingdom of Saudi Arabia, and since the University website collects certain personal data, the use of the University website constitutes acceptance of this Privacy Notice.

Personal Data refers to any information that may lead to identifying you specifically, or makes it possible to identify you directly or indirectly.

➤ Section One: Definitions

The following terms and expressions, wherever mentioned in this Notice, shall have the meanings assigned to them below, unless the context requires otherwise:

- System: The Buraidah Colleges system and its executive regulations.
- Colleges: Buraidah Private Colleges.
- Board of Trustees: The Board of Trustees of Buraidah Colleges.
- Technical Support Office: The technical support unit at Buraidah Colleges and its related contracts.
- Personal Data: Any information relating to a natural person that can be identified directly or indirectly, such as name, identification number, or location data.
- Privacy Notice: A document explaining the method adopted by the Colleges or the website to collect users' data.
- University Affiliates: Anyone working for the Colleges in any capacity, whether by appointment or contract, permanently or temporarily, including faculty members and those in similar positions, employees, and students enrolled in the Colleges for educational and research purposes.

➤ **Section Two: Objectives Of the Privacy Notice**

This Notice aims to:

- Enhance transparency and ensure users are aware of how their data is managed.

- Protect users' privacy in compliance with applicable laws and regulations.
- Prevent misuse of data or exposure to security breaches.
- Comply with the requirements of the Data Management Office and relevant legislative and regulatory requirements.

➤ **Section Three: Scope Of Application**

This Notice applies to all affiliates of the Colleges and users of the services provided on the Colleges' website, across all categories. The Data Management Office at the Colleges shall be responsible for its implementation.

➤ **Section Four: Personal Data Collected**

This Privacy Notice has been drafted in a clear and simple manner to help you understand who we are and what personal data we collect. We collect personal data when you request a service available on the Colleges' website. The personal data collected includes:

- Username
- Type of authorization
- Registration date
- Last access to the website

➤ **Section Five: Methods Of Collecting Personal Data**

Personal data is collected by providing it directly to the website when requesting a service available on the University website, after approving this Privacy Notice.

➤ **Section Six: Processing Of Personal Data And Purpose of Collection**

The University processes the personal data obtained for the following purposes:

- Verifying users' identities and contact information and linking their data to the services provided by the website.
- Tracking, processing, and responding to requests.
- Facilitating communication with beneficiaries of the University website services.

➤ **Section Seven: Use Of Personal Data**

The Colleges shall not use the collected personal data, directly or indirectly, except in a manner that achieves the purposes specified in this Notice or the lawful purposes stipulated in the Personal Data Protection Law and its executive regulations, as well as other regulations issued by the University's Board of Directors.

➤ **Section Eight: Storage And Disposal of Personal Data**

Personal data is stored using the best available technologies to protect servers in compliance with the security controls issued by the National Cybersecurity Authority, ensuring protection against unauthorized access and reducing cybersecurity risks. Personal data shall be securely disposed of once the purpose for which it was collected has ended, in a manner that prevents its recovery.

➤ **Section Nine: Collection And Processing of Personal Data**

- A. Processing personal data is considered a legitimate interest of the Colleges, through which user experience can be improved and user identity verified. This legal basis applies only to personal data voluntarily provided by the individual, excluding processing operations that are legally mandatory under the applicable laws and regulations in the Kingdom of Saudi Arabia.
- B. The Colleges' website processes personal data after obtaining prior and explicit consent from the individual. Consent may be withdrawn by contacting the Data Management Office at the Colleges.

➤ **Section Ten: Rights Of the Personal Data Subject**

In accordance with the Personal Data Protection Law in force in the Kingdom of Saudi Arabia, its executive regulations, and related regulations, the personal data subject has the following rights:

- A. Right to Be Informed
- B. Right of Access
- C. Right to Rectification
- D. Right to Erasure
- E. Right to Withdraw Consent

➤ **Section Eleven: Sharing Personal Data with External Parties**

Personal data shall not be disclosed to external parties except after obtaining prior consent from the individual or where there is a legal justification as stipulated in the Personal Data Protection Law, its executive regulations, and regulations issued by the Colleges' Board of Directors.

➤ **Section Twelve: External Links**

If links to other websites are provided on the Colleges' website to meet users' needs, the Colleges shall not be responsible for any content available on those websites. The user shall be fully responsible for all actions taken while using any external websites accessed through such links.