



PRIVATE DATA POLICY NOTICE

July 2023

We are committed to respect your privacy and confidentiality.

Introduction

Welcome to the Saudi French Business Council / Conseil d’Affaires Franco-Saoudien (CAFS) privacy notice.

The Saudi French Business Council (CAFS) respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data and tell you about your privacy rights and how the law protects you.

Please use the Glossary to understand the meaning of some of the terms used in this privacy notice.

- 1. IMPORTANT INFORMATION AND WHO WE ARE**
- 2. THE DATA WE COLLECT ABOUT YOU**
- 3. HOW IS YOUR PERSONAL DATA COLLECTED**
- 4. HOW WE USE YOUR PERSONAL DATA**
- 5. DISCLOSURES OF YOUR PERSONAL DATA**
- 7. DATA SECURITY**
- 8. DATA RETENTION**
- 9. YOUR LEGAL RIGHTS**
- 10. GLOSSARY**

1. Important information and who we are

Purpose of this privacy notice

This privacy notice aims at giving you information on how Saudi French Business Council (CAFS) collects and processes your personal data (including through your use of this website).

This website is not intended for children, and we do not knowingly collect data relating to children.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

This privacy notice supplements the other notices and is not intended to override them.



Controller

The Saudi French Business Council (CAFS) is the controller and responsible for your personal data (collectively referred to as Saudi French Business Council / Conseil d’Affaires Franco-Saoudien (CAFS), “CAFS” “we”, “us” or “our” in this privacy notice).

We have appointed a data privacy manager who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise *your legal rights*, please contact the data privacy manager using the details set out below.

Contact details

Our full details are:

- Full name of legal entity: The Saudi French Business Council / Conseil d’Affaires Franco-Saoudien (CAFS)
- Name or title of data privacy manager: Mr. Guillaume REBIERE – Chief of Staff
- Email address: g.rebiere@cafs.org.sa
- Postal address: P.O. Box 16683 Riyadh 11474, Saudi Arabia

You have the right to make a complaint at any time to the relevant authorities. We would, however, appreciate the chance to deal with your concerns before you approach the relevant authorities, so please contact us in the first instance.

Changes to the privacy notice and your duty to inform us of changes

This version was last updated in July 2023.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

Third-party links

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you.

We do not control these third-party websites and are not responsible for their privacy statements.

When you leave our website, we encourage you to read the privacy notice of every website you visit.

2. The data we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

If you are **a visitor** to the Site, **a registered participant** to an event, a visitor completing an online form on our website, a **job candidate** sharing their resume, or **prospective member**:

- First name;
- Last name;
- Email address;
- Job title;
- Company name;
- CV and references in the case of job candidates.
- **Technical Data** includes internet protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.

If you are **a member or client of the CAFS**:

- **Identity Data** includes first name, last name, username or similar identifier, job title, title.
- **Contact Data** includes billing address, correspondence address, email address and telephone numbers.
- **Regulatory Data** includes relevant information as required by regulatory Know Your Client or Anti Money Laundering regulations. (HMRC)
- **Transaction Data** includes details about payments to and from you and other details of products and services you have purchased from us.
- **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.
- **Profile Data** includes your username and password, purchases or orders made by you, your interests, preferences, feedback and survey responses.
- **Marketing and Communications Data** includes your preferences in receiving marketing from us and your communication preferences.

We do not collect any **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data...). Nor do we collect any information about criminal convictions and offences.

Information about other people

If you provide information to us about any person other than yourself, your employees, your referees, you must ensure that they understand how their information will be used, and that they have given their permission for you to disclose it to us and for you to allow us, and our outsourced service providers, to use it.

If you fail to provide personal data

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with goods or services). In this case, we may have to cancel a product or service you have with us but we will notify you if this is the case at the time.

3. How is your personal data collected?

We use different methods to collect data from and about you including through:

- **Direct interactions.** You may give us your Identity, Contact and Financial Data by filling in forms or by corresponding with us by post, phone, email or otherwise.
 - apply for Membership;
 - apply for our products or services;
 - create an account on our website;
 - subscribe to our services or publications;
 - register to an event, a meeting, a delegation, a training, and other activities;
 - register as a candidate for recruitment services on our website;
 - request marketing to be sent to you; or
 - give us some feedback.

This includes personal data you provide when you:

- **Automated technologies or interactions.** As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, server logs and other similar technologies.
- If you are a candidate using our recruitment service, we may also collect Personal Data from third parties, such as LinkedIn and references from former employers.

4. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where we need to carry out requests made by you on the website or in relation to our services.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.
- Where we provide support for the provision of our services, including the promotion of our Members on our website and in our communications.

See below to find out more about the types of lawful basis that we will rely on to process your personal data.

Generally, we do not rely on consent as a legal basis for processing your personal data other than in relation to sending third party direct marketing communications to you via email or text message. You have the right to withdraw consent to marketing at any time.

For more information, please contact: Mr. Guillaume REBIERE, Chief of Staff, g.rebiere@cafs.org.sa.