



RIPC Platforms Privacy Policy

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1. Introduction and Policy Purpose

The Riyadh Infrastructure Project Center (RIPC) aims to enhance the infrastructure project operations in the Riyadh region in a way that improves the quality of life and the urban landscape. It also contributes to the efficiency of spending on infrastructure projects in the area, in accordance with its regulatory arrangements issued by the Resolution of the Council of Ministers No. (902) issued on 30/12/1444 AH. The Center is also committed to protecting user personal data; we respect the privacy of everyone who visits our website, registers on it, subscribes to the Center's electronic portal, uses our services, or communicates with us. The Center is committed to maintaining the confidentiality and privacy of this data and assures that personal data will be collected and used in accordance with the Personal Data Protection Law (PDPL).

2. The Personal Data That Will Be Collected

Data Type	Examples of the data included
Personal Data (That Identifies the Individual)	Name, date of birth, ID/residence/password number, nationality, gender, border number, ID numbers of license applicants/reporters/violators, and bank account numbers.
Contact Information	The name, phone number, and the email address of the reporter.
Employment Data	Name, gender, nationality, national ID number, email address, applicant's phone number, information related to the applicant's qualifications, resume, and others.
Cookies	We primarily use session cookies, which store information about the user during the session and browsing of the website and are deleted immediately after the user leaves our website.

3. Cookies

The Riyadh Infrastructure Project Center (RIPC) uses cookies to distinguish you from other users of our website. A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive. By continuing to browse this site, you are agreeing to our use of cookies.

These cookies serve to:

- Monitor your website usage to allow us to improve our site.
- Store settings information for a smoother and more efficient browsing experience.

These cookies are designed to improve website functionality and are not used for personal identification. We only use cookies on this website to help us understand better how our visitors use and interact with our website so we can make improvements to the user experience, and some cookies are also essential for the website to work.



To safeguard your privacy and personal data continuously, you are given the choice to accept or reject these cookies. Please note, rejecting these cookies may impact your experience of the website and the services we are able to offer.



4. The Legal Basis for Collecting and Processing Personal Data

By using RIPC's platforms, you explicitly agree to the collection and processing of your personal data, and your consent is considered the legal basis for the collection and processing of your personal data.

5. The Purpose of Collecting and Processing Personal Data

Your personal data is used for specific and explicit purposes, and therefore RIPC may use, collect, and process personal data for the purpose of carrying out its competencies as per RIPC's regulatory arrangements. The purposes are limited to the following services - without prejudice to the exceptions provided in the Personal Data Protection Law (PDPL) and other related regulations:

- Receiving, processing, and storing employment applications for candidates applying for vacant positions at RIPC and managing all hiring stages.
- Issuing licenses and managing all their stages.
- Receiving reports, processing, analyzing, managing all their stages, and reaching out to the beneficiaries.
- Processing personal data related to violations, objections, and any included claims.
- Sending and receiving government correspondence with other entities and service providers, for the purpose of coordinating and planning infrastructure projects and exchanging documents, letters, and others, which may contain personal data such as the contact officer's information.
- Using your Internet Protocol (IP) address on RIPC's website helps diagnose problems that occur on its servers and assists in conducting the necessary statistics to measure website usage (number of visitors, language of the computer you are using, and type of browser). No external entity outside the technical team is allowed to access your IP address.
- Improving user experience by enhancing and developing RIPC's website to meet user's needs and services.
- Enhancing beneficiary service by responding more effectively to customer service requests and support needs.
- We may use Google Analytics reports to perform web analytics that gather information from Internet Protocol (IP) addresses, to display information such as the country, city, device, pages visited, and session time for each visited page. These reports are used internally only for the purposes of analysis and website development.
- RIPC may process your personal data for purposes other than those stated in this policy, in accordance with what is stated in paragraph 3 of Article 10 of the Personal Data Protection Law (PDPL).



6. Personal Data Subject's Rights

According to Article 4 of the Personal Data Protection Law (PDPL), the law guarantees you the following rights:

- 1- The right to be informed: This includes being made aware of the legal basis for collecting your personal data and the purposes of its collection.
- 2- The right to access your personal data that we have, in accordance with the controls and procedures specified by the regulations.
- 3- The right to request a copy of your personal data that we have in a readable and clear format, in accordance with the controls and procedures specified by the regulations.
- 4- The right to request the correction, completion, or updating of your personal data that we have.
- 5- The right to request the destruction of your personal data that is no longer needed, without prejudice to the provisions of Article 18 of the law.

To exercise any of your rights mentioned in the law, or in case of any modification or update to your personal data, you can contact us using the contact information below.

- In accordance with what is stated in clause (b) of paragraph 1 and paragraph 2 of Article 9 of the law, your right mentioned above in paragraph 2 may be restricted by not allowing you access to your personal data.

7. Protecting Your Personal Data

Your personal data will only be accessible to RIPC's employees or to employees of third-party entities who are authorized to view it. These are trusted processing entities that process data on behalf of RIPC, with whom contractual agreements have been made to ensure the secure use of data in accordance with the Personal Data Protection Law (PDPL). It is ensured that they may not use your personal data except for the specified purposes.

- We are committed to implementing the necessary technical and technological security measures to ensure the protection of your personal data and to prevent its accidental loss or unauthorized use, access, alteration, or disclosure, in accordance with RIPC's adopted cybersecurity policies and standards, which are in line with the controls and legislation issued by the National Cybersecurity Authority. Securing measures include, but are not limited to:
 - Scanning for vulnerabilities and conducting penetration testing.
 - Data encryption during transit and storage.
 - Regularly applying updates and patches.
 - Reviewing security and hardening settings for systems.
 - Applying security standards and best practices for website and application development.



- RIPC adheres to the data governance policies and controls adopted by the Center, which are in accordance with the national data governance policies for managing data sharing. This data will not be available to the public, and no data will be exchanged or traded with any other party without the prior consent of the data owner, except in compliance with related policies, regulations, and laws.
- RIPC implements the necessary procedures for managing data access permissions, where access to information will only be allowed for authorized individuals who are responsible for providing services on RIPC's website, and government entities that contribute to the development of services and facilitate the procedures of the beneficiary's journey.

8. Disclosure of Your Personal Data

Without prejudice to the provisions of paragraphs (3,4,5) of Article 15 of the Personal Data Protection Law (PDPL), you agree to share your personal data with relevant entities, whether private or public, based on a legal justification that authorizes the data requester to obtain it. All regulatory, administrative, and technical measures and controls will be taken before sharing it, in accordance with what is stated in Article 19 of the system.

9. Storing Your Personal Data

By using RIPC's platforms, you agree to the storage, processing, and use of the data by RIPC. It is noted that your personal data is stored through secure solutions at RIPC or by third parties authorized by us within the Kingdom of Saudi Arabia. No data will be stored outside the Kingdom except in accordance with the controls stated in the executive regulations for the transfer of personal data outside the Kingdom.

10. Retention and Destruction Period

- Your personal data will be retained for the specified period during which the purpose for which the data was collected remains valid. Upon the completion of the purpose of the personal data or upon your request, it will be securely deleted in a manner that ensures it cannot be recovered, taking into consideration other regulatory requirements, or other applicable requirements in the Kingdom of Saudi Arabia, without prejudice to the exceptions stated in Article 18 of the Personal Data Protection Law (PDPL).
- An exception from the previous paragraph, personal data collected for the purpose of receiving, processing, and sorting employment applications for candidates applying for vacant positions posted on RIPC's website, personal data collected for the purpose of processing and analyzing reports and complaints, and personal data collected for the purpose of issuing and managing licenses will be retained for three years after the end of their purpose.

11. Changes That May Occur to the Privacy Policy

Users should regularly review the Privacy Policy, which may change at any time. Updates will be published on the Privacy Policy page with a note indicating the date of the last update. RIPC



reserves the right to modify the Privacy Policy as necessary, and any amendment to the terms and conditions becomes effective immediately upon adoption without any obligation to announce it.

- This policy was created on 25/08/2024
- This policy was last updated in **25/08/2024**

12. Contact Us

For inquiries about RIPC's Privacy Policy, or complaints and requests regarding the privacy and protection of your personal data, including submitting a Data Subject Rights Request Form, you can contact the Data Management Office team or our Personal Data Protection Officer at the following email address: dmo@ripic.gov.sa