Coral Research & Development Accelerator Platform (CORDAP) Privacy Notice

We, the Coral Research & Development Accelerator Platform "CORDAP", value your data privacy and are dedicated to the protection of your Personal Data. You can be sure that your Personal Data are in safe and reliable hands with us.

Who We Are

CORDAP is a research and development funding platform based in the Kingdom of Saudi Arabia and the "Controller" of your Personal Data. This essentially means that we are the ones deciding on how and why we process your Personal Data. We are committed to inform you about how we use and process your Personal Data and to ensure that our processing aligns with applicable data privacy and protection laws.

Who do we collect Personal Data about?

We collect personal data about proposal applicants, potential applicants who register on our system, reviewers, and potential reviewers.

What Personal Data do we collect?

For proposal applicants, we collect contact details, CVs, details about previous awards, patents held, gender (for diversity purposes), and confirmation that the applicant has authority to manage funding (for award winners). For reviewers and potential reviewers, we collect contact details, information on their areas of expertise, and their research publication records.

What sensitive Personal Data do we collect?

None.

As an applicant, do I need to provide all of the Personal Data requested in the application?

Required application information are indicated as mandatory, and are required to properly evaluate an application. Failure to submit the required application information will render your application ineligible.

Where do we get your Personal Data?

For applicants, when you submit an application on our online submission portal, CORDAP has access to the Personal Data you provide in that application.

For reviewers/potential reviewers, we may receive or collect your Personal Data from your own website; an applicant suggesting a reviewer in their application; a potential reviewer recommending a different reviewer; and/or websites or subscriptions services, including Google Scholar, SCOPUS "Expert Lookup", ScienceDirect and PubMed.

Does the processing involve any automated decision-making or profiling?

No.

Why are we collecting your Personal Data?
We collect your Personal Data for the purpose of evaluating applications, selecting projects for funds related to coral reef research provided by CORDAP. We do not use diversity monitoring information to make grant-funding decisions about you.

Why are we able to process your Personal Data?
We may process your Personal Data with your consent. Under the General Data Protection Regulation, CORDAP may collect this information as a step prior to entering into a contract.

Who is the Personal Data shared with?
For applicants, we share Personal Data contained in your proposals, including any submitted CVs, with prospective reviewers.

We share relevant Personal Data with King Abdullah University of Science and Technology (KAUST) to issue the award contract, to support post-award activities, and to fund the award. Funded projects and award winners may be publicized in print media, social media or a on a website with award details. We will also share your Personal Data with third party service providers related to travel (i.e., airlines, taxis, and hotels) and events (i.e., event coordinators) organized by CORDAP.

What sub-processors are involved?
CORDAP uses SmartSimple, and online grants management system company, to receive applications and to invite, and occasionally correspond with, reviewers. SCOPUS Expert Lookup, ScienceDirect, PubMed, and Google Scholar are used to identify and evaluate potential reviewers. Microsoft 365 or Google Workspace applications are used to correspond with potential reviewers and to keep lists of potential reviewers.

What security measures are in place to protect the Personal Data?
We protect your information with security measures under the laws that apply and we meet international standards. We keep our computers, files and buildings secure. Our processor KAUST requires employees to sign and comply with KAUST's Confidentiality Agreement, which requires handling confidential information with the highest diligence and carefulness, in compliance with data privacy laws, and prohibits disclosure of confidential information beyond authorized individuals with a strict need to know the information for their work.

Any information received over email will be stored with strict access-controls and password protection on Microsoft Office 365 applications.

For more information on safeguards used by our sub-processors, please refer to the SmartSimple Trust Center, Microsoft Office 365's Data Protection Resources, and Elsevier's Privacy Principles (for ScienceDirect and Scopus).

We take all appropriate organizational, technical, and administrative measures when sharing Personal Data with a third party. We limit access to your Personal Data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

How long are the Personal Data kept?
Rejected applications are kept for 10 years after submission and then securely destroyed.

Accepted proposals are kept and disposed of in accordance with applicable contractual requirements and/or applicable procedures (10 years after the award term or acceptance of final reports or for a longer period required by law or awardee institutional policies).

Personal Data relating to audits, appeals, litigation, arbitration, or settlement of a claim must be retained for the duration of the audit, appeal, litigation, arbitration or claim. Email correspondence with reviewers and lists of potential reviewers are retained for as long as operationally required and then securely and permanently deleted.

Where are the personal data located and/or transferred outside of Saudi Arabia?
Personal Data contained in applications, reviewer information and feedback, and correspondence with reviewers are stored in SmartSimple. SmartSimple hosts its data in Europe, the U.S. or Canada. Personal Data in correspondence with reviewers and lists of potential reviewers are stored in Microsoft 365 applications. Microsoft 365 hosts its data in North America or Europe. Personal Data about reviewers stored on Google Workplace are located in Europe or the U.S.

Your Rights and How to Exercise Them
The Kingdom of Saudi Arabia's Personal Data Protection Law and the EU General Data Protection Regulation ("GDPR") (as well as other data protection laws) provide you with certain rights regarding our processing of your Personal Data, which we would like to explain to you briefly below:

- *Right to Be Informed.* Personal data owners have the right to be informed of the purpose and the valid legal basis or practical justification for collecting their Personal Data, and that their data shall not be processed later in a manner inconsistent with that purpose.

- *Right to Request Access.* You have the right to ask for access to, and copies of, your Personal Data. There are some exemptions or cases in which we cannot fulfill this request, for example, if the identity of the requestor cannot be verified, if the request is manifestly unfounded or excessive, if we have properly disposed of the Personal Data at the end of its retention period, if your Personal Data includes someone else's Personal Data and redaction is not possible, and if a law provides another exception.

- *Right to Request Correction.* You always have the right to ask us to correct, update, or complete the Personal Data we are processing about you.

- *Right to Request Destruction.* This right allows you, under certain circumstances, to request that we delete your Personal Data.

- *Right to Object.* You have the right to object to the use of your Personal Data for direct marketing purposes.

- *Right to Withdraw Consent.* If we processed your Personal Data solely on the basis of consent, you have the right to revoke this consent at any time. Revoking consent, however, does not affect the lawfulness of the processing carried out up until this point.

- *Right to Data Portability.* In certain circumstances, you can ask to receive the Personal Data you provided us within a structured, common, and machine-readable format, or for us to transfer it to another Controller.

- *Right to Request Restrictions on Processing.* In certain circumstances, you may request the limitation of the processing of your Personal Data in the form of (i) suspension of processing, or (ii) limitation of the scope of processing to certain categories of Personal Data or purposes of processing.

- *Right to Contest Automated Decision-Making.* In certain circumstances, you have the right to be given an opportunity to express your views and contest a decision based solely on automated processing, including profiling, that significantly affects you.

- *Right to Lodge a Complaint.* If you feel our processing of your Personal Data violates the law, you have the right to lodge a complaint with the appropriate governmental regulatory authority.

Your exercise of the above rights is free of charge, except in the case of a manifestly unfounded or excessive request, in which case a reasonable fee may be charged. The response to requests should be provided within a maximum of 30 days (unless it is a particularly complex request).

You can exercise your rights very easily by reaching out to the CORDAP – Platform Central Node using the following contact details:

e-mail: info@cordap.org
Address: CORDAP, 4700 KAUST, Thuwal 23955-6900, Kingdom of Saudi Arabia