



Approve to the Processing of Personal Data

The Zakat, Tax and Customs Authority (ZATCA) is keen on your privacy and the confidentiality of your personal data and is committed to protecting your personal data and processing it in accordance with the regulations stipulated in the Personal Data Protection Law, its executive regulations, the policies of the National Data Management Office, and the relevant laws, regulations, and decisions. ZATCA has adopted this declaration to inform you of the general rules on how your personal data is processed, and you should read it to be aware of the personal data that will be collected, used, and processed, the purposes for which your personal data will be used, as well as the legal justifications for collecting, retaining, and destroying your personal data, and your rights under the Personal Data Protection Law and how to practice them.

First: Your Personal Data that is Collected and Processed:

ZATCA collects your personal data when you submit the application and benefit from the services provided to you.

These personal data include the following:

- Applicant's name
- Email
- Position or job
- Mobile number

Where necessary steps are being taken to ensure that only the minimum amount of personal data is required to achieve the purpose of processing.

Second: The Purpose of Processing Your Personal Data:

We process your personal data only for the following purposes:

- Provide one of the services requested from you on the ASHMT platform, which includes:
 1. Providing consultancy services,
 2. Offering workshops,
 3. Sharing knowledge and experiences in internal audit practices for the public sector and non-profit organizations,
 4. Providing you with guiding templates for internal audit activities related to the knowledge specified in your request, which may include: internal audit governance, internal audit policies and procedures models, proactive digital auditing, and other knowledge defined by you.
- Verification of the submitted application and its compliance with the initiative's eligibility criteria.
- Providing you with the documents related to the knowledge required by you.
- Providing you with a service evaluation survey after its completion.
- Providing you with updates on the services and knowledge offered by the platform or to discuss some inquiries.
- Analyzing the usage to understand trends and key requirements for development and improvement purposes.



Third: Disclosure of Your Personal Data:

ZATCA has the right to disclose the minimum of your personal data to external parties in specific cases in accordance with the regulations, laws, and policies in the Kingdom of Saudi Arabia, including if disclosure is requested by a public entity for security purposes, to implement another law, or to fulfill judicial requirements, or if disclosure is necessary to protect public health, public safety, or to protect a specific individual or individuals, or their health.

Fourth: Protecting Your Personal Data:

Protecting your personal data and ensuring its proper handling is one of our top priorities. ZATCA is committed to protecting your personal data by implementing a number of appropriate technical, procedural, and organizational measures, including:

- Collect the minimum amount of data that serves the specified purpose.
- Verifying individuals' identities before giving them data access permissions.
- Implementing a high level of data protection in accordance with the requirements of the National Cybersecurity Authority, which includes data encryption and protection against leakage, loss, misuse, or any unauthorized access or adjustments.
- Raising awareness and training employees on data protection.

Fifth: Storing Your Personal Data:

ZATCA securely stores your information and personal data within its systems in the Kingdom or through secure solutions in cloud computing services. They are stored as long as necessary to achieve the purpose for which they were collected and until the purpose of processing them is fulfilled. After that, they are destroyed in a secure manner that prevents leakage, loss, theft, or misuse immediately after they are no longer needed, in accordance with the cases stipulated in the relevant regulations and laws, and according to the policies in force in the Kingdom and the internal policies of ZATCA.

ZATCA may also keep the following personal data:

- Applicant's name
- Email
- Position or job
- Mobile number

Even after the purpose of processing has been fulfilled, in the following cases:

- If everything that leads to identifying its owner is removed.
- If a legal justification requires storing them for a specified period, they will be destroyed after this period ends or after the purpose for collecting them has been fulfilled.



- To fulfill judicial requirements, and the destroying occurs after the judicial procedures are completed.
- If it requires conducting an analysis of usage, identifying trends, and studying the main requirements for development and improvement purposes.
- When there is a need to showcase the platform's achievements and the beneficiary entities.

Sixth: Rights Related to Your Personal Data:

ZATCA provides the necessary care and efforts to provide high-quality services to all users, ensuring their rights as stipulated in the Personal Data Protection Law, which are:

- The right to know, this declaration has been prepared to inform you and ensure your awareness of all your rights, regulations, and purposes for which your personal data will be collected.
- The right to access your personal data, in accordance with ZATCA's powers to restrict access or set a specific duration for practicing this right.
- The right to request access to your personal data available with ZATCA in a readable and clear format, in accordance with the regulations stipulated in the law.
- The right to request the correction, completion, or update of your personal data available with ZATCA, in accordance with the regulations governing this right in the law.
- The right to request destroying your personal data available with ZATCA whenever it is no longer needed, in accordance with the regulatory foundations and legitimate interests mentioned in the law.
- The right to withdraw the approval for the processing of your personal data: You can withdraw your approval for the processing of your personal data available to ZATCA in all cases and at any time, except in cases stipulated in the Personal Data Protection Law and its executive regulations.

We would like to point out that some or all of those rights may be subject to certain exceptions and exemptions determined by law, and they will be evaluated on a case-by-case basis to ensure their appropriateness.

Seventh: Contact Data:

It is required for personal data owners to practice their rights, or in case of any questions, inquiries, or complaints regarding ZATCA's processing of your personal data or related to the declaration, please contact the email of the Data Protection and Privacy Management/ Privacy-Gma@zatca.gov.sa .

Eighth: Declaration of approval:

Acknowledge having reviewed all the terms of the above declaration and agree to them, including any ongoing adjustments as needed and according to the nature of the work. I also approve of ZATCA collecting and processing my data, including personal data, which I have provided or will provide or which ZATCA has obtained from other entities. ZATCA is also entitled to inquire about my data from other entities.