



**SDAIA**

الهيئة السعودية للبيانات  
والذكاء الاصطناعي  
Saudi Data & AI Authority

# RULES OF PROCEDURE ON COMMITTEES FOR REVIEWING VIOLATIONS OF THE PROVISIONS OF THE PERSONAL DATA PROTECTION LAW AND ITS IMPLEMENTING REGULATIONS

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## (Definitions)

### Article 1:

Acronym / Term	Definition
Competent Authority	Saudi Data & AI Authority
The Law	The Personal Data Protection Law, issued by Royal Decree No. (M/19) dated 09/02/1443 AH (as amended).
Regulations	Implementing Regulations of the Law.
President of the Competent Authority	President of the Competent Authority specified in the Council of Ministers Resolution No. (98) dated 7/2/1443 AH.
Committee	The Committee for Reviewing Violations of the Provisions of the Law and the Regulations, referred to collectively as the "Committees".
Member	The Committee member, referred to collectively as the "Members".
Secretariat	The Secretariat of the Committees.
Rules	Rules of Procedure on Committees for Reviewing Violations of the Provisions of the Law, the Regulations, and Annexes.
Electronic Platform	An electronic means for receiving complaints and tracking related proceedings.
Complainant	The entity authorized to file complaints against violations before the Committees for Reviewing Violations of the Provisions of the Law.
Respondent	Any natural or legal person against whom a complaint is filed before the Committee.
Parties	The Complainant and the Respondent.
Day/Days	A calendar day according to the Hijri calendar.



### (Application Scope)

#### Article 2:

The provisions of these Rules apply to all entities subject to the provisions of the Personal Data Protection Law.

### (Committee Formation and Affiliation)

#### Article 3:

One committee (or more) shall be formed by a decision of the President of the Competent Authority, with a minimum of (three) members. The Committee shall consist of at least (three) members, one of whom shall be appointed as chairman, and among them shall be a technical specialist and a legal advisor. Each committee shall have one or more alternate members. Their remuneration and mechanism shall be determined in accordance with Appendix (1).

#### Article 4:

Membership shall be for a term of (three) years, renewable. A member shall continue in office after the expiration of their term until a replacement is appointed.

#### Article 5:

The President of the Competent Authority may reconstitute the Committee in any manner, whether by revoking membership, adding members, or otherwise, whenever the need arises.

#### Article 6:

In the event of a vacancy in the membership of any member for any reason, the President of the Competent Authority may appoint a replacement for a period equivalent to the remaining term of the predecessor in the Committee membership.

#### Article 7:

The Committees shall be organizationally linked to the President of the Competent Authority and shall operate independently.

### (Mandates and Powers of the Committee)

#### Article 8:

Subject to the provisions of Article 35 of the Law, the Committee shall be competent to consider violations of the provisions of the Law and the Regulations and impose the legally prescribed penalties. If the complaint does not fall within its mandates, it shall issue a decision to that effect. In order to carry out its mandates, the Committee may exercise the following powers:



1. The Committee may exercise all powers necessary to enable it to review the complaint, including requesting the appearance before the Committee and statements or reports from any entity or person, specifying a reasonable period for responding thereto, whenever it deems it necessary.
2. The Committee may summon whomever it considers relevant to provide testimony or statements concerning the submitted complaint. This testimony may be obtained in person, in writing, or through any communication method deemed suitable by the Committee, including electronic video or audio communication. The response to the Committee's request must be provided using the same method unless the Committee specifies otherwise. The summoned must comply with the Committee's timeline for providing their statement. All statements will be formally documented, and the summoned shall be required to sign the record. If the summoned refuses to attend or sign, this refusal shall be noted in the record. The Committee may proceed to make its decision based on the information available in the record.
3. Review all data, reports, files, information, records, and documents relevant to its proceedings, including any relevant information, such as confidential data, that the Committee deems necessary for the proper evaluation of the complaints under consideration.
4. The Committee may seek experts and specialists to conduct investigations as deemed necessary, provided that the scope of work and timeframe for report submission, if necessary, are clearly defined. The Competent Authority shall bear the expenses thereof.
5. Any other tasks assigned to the Committee by the President of the Competent Authority in accordance with the Law and the Regulations.

### (Secretariat of the Committees)

#### Article 9:

The Secretariat shall undertake all administrative and support work for the Committees and shall be linked to the President of the Competent Authority or his delegate. The Secretariat shall perform the following tasks:

1. Reviewing the complaint files received from complainants to verify their completeness and compliance with the consideration criteria. Eligible complaints will be registered in a designated registry, while incomplete complaints will be returned to the submitter to fulfill the necessary requirements within (10) days. A complaint shall be deemed officially registered as of the date it is received by the Secretariat, meeting all prescribed criteria.
2. Ensuring that the Committee has competency over the subject matter of the complaint.
3. Referring the complaint file to the Committee after verifying its completeness and compliance with the consideration criteria.



4. Notifying the Parties of the Committee's decision by any notification method that is legally recognized and accepted.
5. Any other tasks assigned to the Secretariat by the President of the Competent Authority.

### (Receiving Complaints)

#### Article 10:

The Competent Authority shall file claims of violations of the provisions of the Law and its Regulations in accordance with the indictments submitted to the Secretariat, ensuring the accuracy and completeness of the data contained therein.

#### Article 11:

Employees designated by the President of the Competent Authority or his delegate shall act as complainants before the Committees for Reviewing Violations of the Provisions of the Personal Data Protection Law and its Implementing Regulations.

#### Article 12:

The complainant shall file the indictments with the Secretariat within a period not exceeding (60) days from the date on which the Data Subject submits the complaint, unless there are extenuating circumstances deemed acceptable by the Committee.

#### Article 13:

Indictments shall be submitted with the following requirements:

- Full name of the Complainant.
- Full name of the Respondent and their (ID or commercial registration number), address, and means of contact, if available.
- A detailed statement of the subject matter of the complaint, with the attachment of related evidence and all supporting documents and papers.
- Date of the occurrence of the violation or knowledge thereof.
- Minutes or decisions of the relevant committees, if any.
- Any other documents related to the subject matter of the violation.

### (Committee Meetings)

#### Article 14:

Committee meetings shall be held at the Secretariat's headquarters and may be conducted through any electronic video and audio communication means.

#### Article 15:



Committee meetings, deliberations, and decisions shall be recorded in a special minutes, which shall include the date, time, and place of the meeting, as well as the names of those in attendance.

### (Evidence)

#### Article 16:

The Committee shall have the authority to accept any means of evidence it deems appropriate in the complaints under consideration.

### (Notice and Notification)

#### Article 17:

A notice and notification shall be considered legally effective if it is delivered through any of the following means:

- SMS text messages sent to a verified mobile number.
- Verified email.
- The national address or any registered account in any automated government system or by any other means determined by the Competent Authority through which notice and notification may be verified.
- The address listed in the commercial register for companies and institutions.
- The address chosen by a foreigner in Saudi Arabia.
- Through the electronic platform.

#### Article 18:

The respondent shall have the right to respond to the allegations against them within (5) days from the date of notification by the means specified by the Secretariat in its notice.

#### Article 19:

The Parties shall be notified of the decision, whether the violation is proven or not, within (15) days from the date of its approval, and the Committee shall have the authority to extend this period if necessary.

### (Committee Decisions and Their Enforceability)

#### Article 20:

Decisions of the Committee shall be approved by the President of the Competent Authority or his delegate.

#### Article 21:

The party against whom the decision is issued shall have the right to appeal the decision to the Competent Authority within (60) days from the date of notification of the decision.



**Article 22:**

Committee decisions shall be enforceable against the party to whom they are issued in the event that no appeal is filed with the Competent Authority pursuant to Clause (6.9.2) of these Rules or in the event that a final judgment is issued by the competent court rejecting the appeal.

**Article 23:**

The Committee may, at its discretion, postpone reviewing the violation for a period not exceeding (30) days.

**Article 24:**

The Committee shall issue its decision within (30) days from the date on which the complaint requirements are completed, and the Committee shall have the authority to extend this period if necessary.

**Article 25:**

A Committee decision shall include, as a minimum, the following:

- Names of the Parties.
- Names of the participating Committee Members and their approval of the decision.
- Decision number and date of issuance.
- Facts of the violation as far as possible.
- Description of the violation and reasons for proving its commission.
- Statements of the violator, if any.
- The imposed penalty.
- A statement of the violator's right to appeal the Committee's decision to the competent court.

**Article 26:**

The Committee shall have the right to issue a decision without the presence of the Parties, and it may summon whomever it deems necessary to attend its sessions at its discretion.

**Article 27:**

If any ambiguity or obscurity arises in the decision, either party to the complaint may request that the Committee interpret the decision.

**Article 28:**

The Secretariat shall deliver a copy of its decision to the party against whom it is issued within (15) days from the date of its approval by the President of the Competent Authority. In the event that it is not



possible to deliver the Committee's decision to the violator, it shall be delivered through the competent authorities.

### (Confidentiality)

#### Article 29:

All deliberations of the Committee and its decisions shall be confidential unless the decision specifically provides for the publication of a summary. Committee Members, the Secretary, and all other attendees of meetings shall maintain this confidentiality.

### (Penalties)

#### Article 30:

Without prejudice to the provisions of Article 35 of the Law or any more severe penalty prescribed in any other law, the Committee shall impose the penalties stipulated in the Law and the Regulations as follows:

- A warning.
- A fine not exceeding (five million) Saudi Riyals.
- The fine may be doubled in the event of a repeat violation, provided that the total fine does not exceed twice the amount specified in the Law.
- The Committee may order the convicted party or the violator to publish a summary of the decision at their own expense in any manner deemed appropriate, provided that the decision has become final and binding.
- When imposing a penalty, the Committee shall consider the nature and gravity of the violation and its impact.

#### Article 31:

No provision of these Rules may be violated under any pretext. The competent regulatory authority shall monitor compliance with these Rules and escalate cases of noncompliance to the appropriate authority.

### (General Provisions)

#### Article 32:

The provisions of the Law of Civil Procedure and the Law of Evidence shall apply, as the case may be, to matters not specifically accounted for in these Rules, to the extent that they are consistent with the nature of the violation under consideration by the Committee.

#### Article 33:





A committee member shall not participate in the consideration of a complaint submitted to the Committee if he has a kinship relation (up to the fourth degree) or any interest whatsoever with the Parties or the personal data subject. In such a complaint, the Member shall inform the Chairman of the Committee to recuse himself from considering the complaint.

**Article 34:**

Arabic shall be the official language for proceedings in violation reviews. No documents or records may be submitted in any language other than Arabic unless accompanied by a certified translation from a licensed translation office.

**Article 35:**

These Rules shall be subject to periodic review, and no amendment may be made thereto except by a decision of the President of the Competent Authority.

**Article 36:**

These Rules shall come into force from the date of their publication on the official website of the Competent Authority.

