Remote Pro Ai

DRAFT

GROWTH TEAM · SERVICE DOCUMENT

Data processing summary

How client data is handled under a PDPL-designed DPA, and the mutual NDA, in plain language



NOTE Summary for information. Lawyer review is pending; subject to legal review before signing.

DATE	VERSION	LANGUAGE	PAGES
31 October 2026	v2.0	English	5

01 ROLES AND DATA

Who controls, who processes, and what

How data is handled for Growth Team clients, in plain language. The data processing agreement (DPA) and the mutual NDA signed at contract are the binding documents; this summary is not the contract.

You are the controller

You decide why and how your prospects' data is used. When the Growth Team contacts prospects on your behalf, you are the data controller.

Remote Pro Ai is the processor

We act on your instructions under a DPA designed for Saudi Arabia's Personal Data Protection Law (PDPL), with a consent log and a do-not-contact list for every account.

Categories of data and why they are used

Category	What it includes	Role	Purpose
Your prospects (outreach)	The account base and decision-makers in your ICP, buying signals, call recordings and summaries, the consent log and the do-not-contact list	You: controller · we: processor	Running the Growth Team service on your instructions
Your account (portal)	Login credentials (username and password), activity in the portal, the account data processed under your contract	Under your contract	Operating the client portal and consoles
Enquiries (website forms)	Name, work email, company, business field, website, address, role, phone, markets, sector, team size, deal size, sales cycle, CRM, languages, start date, notes	We: controller	Preparing your Market Opportunity Report, replying, arranging the fit session
Technical	Standard server logs: IP address, browser, pages visited, time	We: controller	Keeping the site secure
Billing	Invoicing records	We: controller	Legal and accounting obligations, including ZATCA e-invoicing

Hosted in the Kingdom

Account data for Growth Team clients is hosted in the Kingdom of Saudi Arabia.

Yours to keep

Your records, domains and numbers stay yours. Sending domains, mailboxes and numbers are set up in your company's name.

Full export

Your portal offers a full export of your account data from the Compliance & data screen.

02 SAFEGUARDS

Processing and retention

The platform prepares; people decide. Every safeguard below applies to every Growth Team account.

KSA
Account data hosted in the Kingdom

Every call
Made by a person, never by AI

Every messag
Approved by a person before it goes out

At once
Opt-outs are honoured

How processing is run

Topic	What applies
People decide	The platform prepares: data verification, research, drafts, summaries and scoring. Every call is made by a person; every message is approved by a person; a person confirms each summary and whether a meeting qualifies.
Consent and opt-out	A consent log and a do-not-contact list are kept for every account. Opt-outs are honoured at once. WhatsApp only with express consent; no LinkedIn automation.
Recording	Calls in your name are recorded and summarised; recordings sit on the meeting card in your portal. PENDING LAWYER REVIEW
CRM sync	Records are synced to HubSpot, Salesforce or Zoho on your instruction.
Markets outside the Kingdom	For Europe and the United States, outreach follows the applicable rules (GDPR and PECR in the EU and UK; CAN-SPAM and TCPA in the US) as set out in the DPA. PENDING LAWYER REVIEW
Sub-processors	Hosting, telephony, email and CRM connectors: the list is set out in the DPA. PENDING CONFIRMATION
Security	The technical and organisational measures are summarised in the DPA. PENDING CONFIRMATION

How long data is kept

Data	Retention	Status
Client account data	For the term of the contract and the period required by law	Stated
At the end of the contract	Returned or deleted, as the DPA provides	PENDING CONFIRMATION
Market Opportunity Report requests	A set number of months after our last contact, unless you become a client	PENDING CONFIRMATION
Server logs	A set number of days	PENDING CONFIRMATION

03 RIGHTS · MUTUAL NDA

Your rights, and confidentiality both ways

Data-subject rights

- Access, correct or delete personal data
- Withdraw consent, or object to a use
- We respond within the period required by the PDPL
- For your prospects, any opt-out is honoured at once

Who to write to

Privacy contact PENDING CONFIRMATION

privacy@remote-pro.ai

Mohammed Ali Al Khuraim Information Systems Technology Co., owner of the Remote Pro Ai brand in Saudi Arabia · Unified National No. 7034596812 · CR 2051247519 · TIN 3116280154

The mutual NDA

A mutual NDA covers both parties. It is signed at contract alongside the DPA, and together they are the binding documents on confidentiality and data.

Topic	What applies
Who it binds	Both parties: your company and Remote Pro Ai. Confidentiality runs both ways.
When it is signed	At contract, together with the DPA.
Scope, duration and exceptions	As written in the signed NDA. PENDING LAWYER REVIEW
Governing law	Saudi law; amicable settlement within 15 days, then the competent court in the Kingdom.

Related commitments in your contract

No work for a direct competitor

While the order form is in force, Remote Pro Ai does not provide the Growth Team service to a direct competitor named in the order form, in the same market segment, without your written consent.

PENDING LAWYER REVIEW

Credentials and portal data

Portal access is by username and password issued by Remote Pro Ai; keep them confidential. Portal figures are computed by the contract rules and cannot be edited by hand.

Summary for information — subject to legal review before signing.

Items marked “Pending confirmation” or “Pending lawyer review” are being confirmed by the founder and our Saudi lawyer. The signed DPA, NDA, order form and terms prevail over this summary.

Remote Pro Ai

FREE · 48 BUSINESS HOURS

Check your market before you pay anything

Your free Market Opportunity Report in 48 business hours: can it carry 20 a month? If not, we say so.

WRITE TO US

info@remote-pro.ai

ON THE WEB

remote-pro.ai/growth

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