

### **EMPLOYEE PRIVACY NOTICE**

This notice explains how we use your personal data in the context of your employment.

| Aspect                           | Details                                                                                                                                                                 |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose &amp; Legal Basis</b> | Payroll, benefits, performance management, and fulfilling our employment contract. This is <b>necessary to perform our contract and comply with QFC employment law.</b> |
| <b>Data We Collect</b>           | Contact details, CV, QID/Passport, bank details, performance reviews.                                                                                                   |
| <b>Data Sharing</b>              | Shared with QFC regulatory bodies, government ministries (e.g., Labour), and our medical insurance provider.                                                            |
| <b>Data Security</b>             | We use password-protected systems, access controls, and all staff are bound by strict confidentiality agreements.                                                       |
| <b>Retention Period</b>          | We retain your data for the duration of employment to comply with QFC legal requirements.                                                                               |
| <b>Your Rights</b>               | You have rights to access, correct, or restrict your data. To exercise these, please contact us using the email above.                                                  |
| <b>Complaints</b>                | You have the right to lodge a complaint with the <b>QFC Data Protection Office</b> ( <a href="mailto:dataprotection@qfc.qa">dataprotection@qfc.qa</a> ).                |