

Authorised Entity and Individuals Privacy Notice

1. What does this notice cover?

This notice describes how the Qatar Financial Centre Regulatory Authority (the "**RA**", "**we**", "**us**", or "**our**") collects, uses, discloses and otherwise processes your personal data as part of the application process for firms and individuals seeking authorisation from us to conduct Regulated Activities in the QFC and the continued supervision of the same, and as part of our supervision of compliance by the QFC's Designated non-financial business and professions ("DNFBPs") of anti-money laundering and combatting terrorist financing ("AML/CFT").

A firm or individual that conducts financial services in, or from, the QFC must be authorised by the QFC Regulatory Authority. To become authorised, an application is required along with the provision of various information that will include personal data. The requested data is necessary from a regulatory and legal perspective, and the application cannot be processed without it unless otherwise indicated. An application requires the submission of a [Q02 form](#) and [Q03 forms](#) for each person that will be performing a Controlled Function in addition to other documentation.

In our capacity as a regulator once the Qatar Financial Centre Regulatory Authority authorises a firm or individual, we are obliged to supervise their dealings and, where necessary, intervene and potentially take legal action to prevent harm to consumers and markets. This is also the case for DNFBPs to supervise compliance with AML/CFT. The QFCRA takes a risk-based approach to financial regulation, which involves maintaining strong working relationships, conducting thematic reviews and assessments, and liaising with other regulators for coordinated and coherent supervision. This privacy notice pertains to data processed by us as a Controller in the scope of our authorisation and supervision functions. It applies to all firms and individuals authorised by us, as well as DNFBPs to supervise compliance with AML/CFT.

2. The personal data we use

We are required to collect a wide range of information on the firms and individuals we regulate. At times, this can also include unregulated individuals, including customers. This is to help us determine how those we regulate are operating in practice and whether their customers are experiencing harm. The type of personal data that we typically receive as part of our supervisory work includes:

- Name;
- employment history;
- contact details;
- criminal records and allegations of criminal offences;
- personal views and opinions;
- allegations of criminal offences;
- date of birth;
- Official identification documents such as passports or QIDs;
- financial information such as salary and transaction statements;

- credit checks; and
- information about you from other regulators.

We work hard to minimise the personal data we collect for this purpose. In certain limited circumstances, we may also receive the following special categories of personal data:

- political views;
- information concerning a person's health;
- trade union membership;
- race or ethnicity; and
- information about a person's religion or religious beliefs.

3. How this personal data is collected

We collect personal data in a variety of ways to undertake our duties. To get a holistic and accurate view of the firms we regulate, understand consumer behaviour, and properly identify issues, trends, and risks, we collect information from third parties and individuals and firms directly. Examples of the third parties we receive information from include:

- media sources;
- firms;
- whistleblowers;
- other regulators;
- technology platforms;
- publicly available websites;
- social media;
- members of the public/consumers;
- law enforcement agencies; and
- other government organisations.

4. How we use this data

We use this personal data to ensure that we can fulfil our relevant statutory functions and legal obligations, including authorising individuals and firms and discharging our supervisory function.

We also use this data to ensure the QFC as a market is functioning well and protecting consumers and the public interest.

5. When we share personal data as part of our authorisation and supervision work

Where appropriate, we share personal data with other regulators, public authorities, and law enforcement agencies inside and outside the QFC. In some circumstances, we choose to share this information, and in others, we are legally obliged to share the information.

6. The lawful basis for using this personal data

We use this personal data under our mandate as a regulator where it is necessary to process data in the performance of our function as the RA, in the public interest, or under a legal obligation.

7. Where we transfer your personal data outside the QFC

The RA uses IT systems outside the QFC in the European Economic Area to host and back up all data. The QFC Data Protection Office has stated that, at this time, these countries offer an adequate level of protection. The QFC Data Protection Office determines and lists the jurisdictions of adequate protection and can be found [here](#). We rely on the guidance of the Data Protection Office about the jurisdictions deemed to offer an adequate level of protection.

If we transfer your personal data outside the QFC to a country that is not considered to offer an adequate level of protection by the Data Protection Office, we strive to ensure your personal data is adequately protected by putting in place appropriate contractual safeguards, as required.

8. Your choices and rights

You have the right to **ask the RA for a copy** of your personal data; to **correct, delete** or **restrict** the processing of your personal data; and to **obtain the personal data you provide in a structured, machine-readable format**. In addition, you can **object to the processing** of your personal data in some circumstances (in particular, where we don't have to process the data to meet a legal requirement or a requirement relating to our regulatory function). Where we have asked for your consent, you may **withdraw consent** at any time. If you ask to withdraw your consent to the RA processing your data, this will not affect any processing that has already taken place.

Upon receipt of a request, we will take action within 30 days of receiving your request. We may extend the period for 60 days if necessary due to the complexity and number of relevant requests. We will inform you of such an extension and the reasons within 30 days of receiving the initial request.

These **rights may be limited**, for example, if fulfilling your request would adversely affect the rights and legitimate interests of another person, or if you ask us to delete information that we are required by law or have compelling legitimate interests to keep, or where complying with your request would be likely to prejudice the proper discharge of the RA's powers. You will not be subject to decisions that will significantly impact you based solely on automated decision-making (i.e. with no human involvement in the decision).

If you have unresolved concerns and consider that our processing breaches the QFC Data Protection Regulations, you have the **right to complain** to the QFC Data Protection Office.

9. How long we retain your personal data

Personal data regarding authorised firms and individuals is retained per the QFCRA Retention Schedule. For most data of authorised firms and individuals, this will be 25 years from the end of the relevant financial year in which the data was collected.

10. Updates to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal data.

11. Contact us

We are the data controller for your personal data. This means we are responsible for deciding how we hold and use your personal data. We are required under the [QFC Data Protection Regulations 2021](#) to notify you of the information contained in this privacy notice.

If you have questions about this privacy notice or wish to contact us for any reason concerning our personal data processing, please contact the Data Protection Adviser at dpo@qfcra.com.