

## Recruitment 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 your application process. It also describes your data protection rights, including a right to object to some of the processing which the RA carries out. More information about your rights, and how to exercise them, is set out in the "Your choices and rights" section.

We process the collected data in accordance with the [Qatar Financial Centre Data Protection Regulations](#). Any information you provide during the application process will only be used for the purpose of progressing your application, or to fulfil any legal or regulatory requirements if necessary. We will not be able to consider your application without your personal data.

### 2. What categories of personal data we collect

The QFCRA collects and uses a wide variety of personal data as part of our recruitment process. Below is a non-exclusive list of the data we collect. Depending on the nature of the position you are applying for other data may be requested from you.

In most cases the requested data includes:

- full name as stated on official government identification (passport, QID);
- contact details (email address, current and previous postal addresses, current contact number);
- date of birth;
- identity and background information, including criminal and credit checks;
- dependents and next of kin, marital or relationship status, lifestyle and social circumstances, emergency contact information;
- financial information (such as Qatar ID number, bank details);
- employment and education history;
- professional memberships and licenses;
- attested educational accreditations;
- passport and Qatari Identification number if available;
- written correspondences from you, including C.V. and any cover letter;
- any information collected via an interview;
- results of any assessments taken; and
- any information voluntarily provided by you at any point in the recruitment process.

### **3. How we collect this personal data**

To fulfil our recruitment function, we collect personal data from a variety of sources as described below.

#### *By the Candidate*

You provide us with personal data directly when you apply for a job with us and, if your application is successful, when you complete our onboarding process or correspond with us and in the course of performing your job. We also create some personal data ourselves, for instance, in making notes during an interview process.

Where you apply for a vacancy through an agency, that agency will provide us with information about you and that you have supplied to them.

#### *Personal data from third parties*

We obtain data from various sources (individuals and organisations), such as publicly available directories and online resources, social media, your previous employers, your previous education institutions, your emergency contacts, your use of our systems and platforms, your line manager and co-workers, your dependents and beneficiaries, and third-party benefits providers.

Due to the type of work conducted by the QFCRA, we also perform background checks on our potential employees. Depending on the job role, these checks can relate to any criminal convictions that you may have and your credit reference history. These checks are necessary under the applicable law and required for our own policy compliance.

### **4. Why we collect and use your personal data**

We process your information in order to assess your suitability for a role to which you have applied and in connection with your employment at the QFCRA. You do not have to provide this information but it may affect your application if you choose not to do so. The QFCRA does not use any automated decision making in its recruitment process.

In addition to assessing your application, the data you provide may also be used for revising and developing our recruitment process. The QFCRA does not require your personal data for these purposes, we may convert this data into an aggregated form or store it in a manner in which it does not identify you.

### **5. The lawful basis for us using this personal data**

Any information you provide us as part of your application and onboarding process is necessary to enter into and subsequently perform your employment contract. We also process your data where we have a legitimate interest to do so, as part of administering our regulatory function or power, where there is a legal obligation, or where we have your explicit consent to do so.

**Administering your employment or services contract:** We rely on legitimate interests for human resource planning and performance reviews to manage our staff and to meet our business strategies. We have an interest in finding out how you are performing at work so we are better able to manage our business. We undertake training and leadership development, employee surveys, corporate communications, succession planning, performance and talent management, including appraisals and assessments, on an ongoing basis.

**Legitimate interest:** we can process your personal data when this is necessary for us to achieve a business purpose, or where this is necessary for someone else to achieve their purpose. We explain below what interests we, or others, are trying to achieve when we process your personal data.

**Business interests:** We have an interest in protecting our business interests and legal rights, including in connection with legal claims, compliance, regulatory, auditing, investigative and disciplinary purposes (including disclosure of such information in connection with legal process or litigation) and other ethics and compliance reporting requirements.

**Legal obligation or performance of our functions as a regulated entity:** as an organisation we are required to comply with obligations imposed on us by law or where required to perform our regulated tasks. In certain cases, we will have to use your data to meet these obligations.

**Consent:** in certain limited cases, we ask for your consent to use your personal data. Whenever we ask for your consent, we will explain the situations where we use your data and for what purposes.

## 6. When we share personal data as part of the recruitment process

We may need to share your personal data with third parties. This may include:

- your current and past employers and education institutions;
- any service provider we may use to perform any required background, criminal or credit checks;
- our service providers or data processors as required to fulfil any function or power of the QFCRA or fulfil any of our contractual obligations to you;
- any government entity in the State of Qatar or outside including but not limited to police, regulatory bodies and courts where we are required to disclose your personal data to comply with a legal obligation, binding court order or warrant; and
- our legal and financial advisors.

## 7. When personal data is transferred outside the QFC

We may transfer your personal data to recipients (as set out above) that are established in jurisdictions other than the Qatar Financial Centre. Please be aware that the data protection laws in some jurisdictions may not provide the same level of protection to your personal data as is provided to it under the laws in our jurisdiction.

If any disclosures of personal data referred to above require your personal data to be transferred anywhere that is not considered an area of adequate protection as designated by the QFC Data Protection Office, we will be sure that adequate safeguards exist to protect the data unless another valid exception applies as outlined by the QFC Data Protection Regulations or otherwise indicated by the QFC Data Protection Office.

## 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 contractual or other 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 the 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

Successful candidate data will be retained for a period of 7 years after the end of their employment. Unsuccessful candidate data may be discarded immediately or retained for a period of up to two years from the date the position applied for is filled.

## **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](mailto:dpo@qfcra.com).