



INTRODUCTION

The collection of personal data and information plays an important role in our ability to manage our organization effectively and deliver a better experience for stakeholders. We respect the privacy of our people and commit to acting responsibly when collecting, processing, retaining, disclosing and disposing of personal information. We conduct business in compliance with the principles established in our Code of Conduct, our values, and applicable laws and regulations. This Policy describes our commitment to high standards when managing employees and external stakeholders' information and defines our minimum compliance requirements.

OUR COMMITMENTS

- We always process personal data, (all information relating to any identifiable individual) fairly and lawfully, and only for a specified, explicit and legitimate business purpose or as required by law.
- In most cases, we collect personal data directly from individuals when establishing a business relationship or through operational dealings.
- When required to collect sensitive information of a personal nature, we do so with great care and only when necessary, and we do not knowingly solicit or collect personal data from children, except under exceptional circumstances related to schooling, medical services and in areas where such information is needed to apply our HR policies. Such data collection happens only with appropriate parental permissions.
- We only keep data for as long as is strictly necessary for the purpose for which it was collected, and for as long as is necessary to comply with legal obligations.
- We aim to maintain accuracy, confidentiality and security of personal information and have implemented appropriate safeguards.
- We only share personal data with others when there is a legitimate business or legal need to do so.
- We will never lease, distribute or sell personal information to third parties unless we have an individual's permission, or the law requires us to do so.
- Where personal data has been transferred to companies within the QAFAC group and/or to authorized third parties located outside Qatar, we take measures to ensure that it is processed exclusively for the purposes mentioned above and that adequate levels of protection are implemented.
- We respect the rights of individuals to review and update personal information.
- Where we work with suppliers and consultants, we make clear the importance of our standards on data privacy.

EXPECTATIONS AND APPLICABILITY

We require employees and all persons doing business with QAFAC to comply with this Policy.

- Everyone at QAFAC is responsible for protecting personal data about each other and our business partners, including other external stakeholders who do business with QAFAC.

Where this Policy sets higher standards than those required locally, the higher requirements of this Policy will apply. It is everyone's duty to speak up if they observe or suspect a violation of this Policy. We will only work with those who share our standards of business conduct and values.

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