

Nebras Energy Data Privacy Notice - Job Applicants

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INTRODUCTION

Nebras Energy Q.P.S.C. (“**Nebras Energy**”) is a global organization operating in Qatar and in other jurisdictions through various subsidiaries (each a **Group Company** and collectively the **Group** or **Group Companies**). Nebras Energy is committed to protecting your personal data and your right to data privacy. To join our workforce as an employee, contractor, trainee, or intern you need to provide certain personal data to enable us to connect with you and process your application.

We have well-established practices in compliance with applicable legal/regulatory and contractual requirements, including the Personal Data Privacy Protection Law (PDPPL) (No. 13 of 2016) to protect and process your Personal Data to the highest standards. Should we ask you to provide certain information by which you can be identified for various engagements, then you can be assured that it will only be used in accordance with the Nebras Energy Group Data Privacy Policy.

TERMS AND ABBREVIATIONS

Term	Definition
personal data	Data of an individual whose identity is defined or can be reasonably defined whether through such personal data or through the combination of such data with any other data.

WHAT WE COLLECT

To apply for a suitable position at Nebras Energy, you are required to share with us the following personal data:

1. Your identity (name, civil ID, passport, nationality, etc.)
2. Your contact information (phone number, email address, etc.)
3. Your educational details
4. Your past employment details
5. Your CV with the above details and details about your skills, experience, certifications, etc.,
6. Any other details you may want to share to support your application.

If you are shortlisted, you may be asked to share the following additional information:

7. Photograph, biometrics, and other identification data
8. Residence details
9. Family details
10. Medical details
11. Bank details
12. Background check reports

We may collect your personal data directly from you, your authorized representatives, or others acting on your behalf to offer you employment with us.

We may initiate a background check process to validate the details you share with us for employment and to know more about you as required for the position you are considered or employed for.

Your use of Nebras Energy applications, systems, services, communication channels, infrastructure, and facilities are subject to electronic and manual monitoring, review, audit, and record-keeping as required to fulfill legal/regulatory, contractual, and business requirements, and for security purposes.

WHY WE NEED IT

We process your personal data for the following purpose:

1. To identify you uniquely for employment purposes.
2. To facilitate our human resources and other staff contact you to process your employment application.
3. To validate your skills and competence for processing your employment application.
4. To communicate and share with you the offer of employment if selected.
5. To onboard you and provide you the employment benefits, if selected.

HOW WE HANDLE IT

We deploy safeguards to manage the security of your personal data. We have implemented physical, technical, and administrative controls to prevent unauthorized access to or disclosure of your personal data.

1. Your personal data is stored and processed within Nebras Energy systems and applications.
2. Our systems and applications are securely hosted within the boundaries of the State of Qatar.
3. Our systems and applications are access-controlled to prevent unauthorized access to your personal data.
4. Where necessary, we use encryption technologies to protect your personal data at rest and in transit.
5. We retain your personal data for as long as necessary to fulfill the lawful purpose for which it was collected as described in this Privacy Notice and in line with our data retention policies or as required by relevant legal/regulatory and contractual requirements.
6. The personal data of unsuccessful candidates may be retained for up to 1 year from Nebras Energy's decision on their application for maintaining a pool of candidates who can be immediately contacted for a suitable position as the need evolves, for decision making on their subsequent job applications, and to meet Nebras Energy's contractual requirements.
7. We erase your personal data using commercially viable and technically feasible measures to make your personal data irrecoverable.
8. We do not sell and share your personal data to third parties for marketing and other promotional purposes.
9. Your personal data may be shared with third parties providing employment-related and employee-benefits-related services such as background checks, medical checks, medical and life insurance, visa processing, etc., This sharing shall be in accordance with the personal data collection and processing purposes described in this notice.
10. Your personal data may be shared with customers, vendors, authorities, and other third parties for lawful business reasons, where appropriate.
11. No third party other than described above shall have access to your personal data unless required by law.

While we use reasonable efforts to protect your personal data, Nebras Energy shall not be held liable for any losses, damages, claims, or issues arising from the security of your personal data due to reasons beyond our control, including but not limited to the ever-increasing threats of cyber-attacks.

YOUR ACCEPTANCE

Your acceptance is important for us to proceed with processing your personal data. If you choose to opt out, we may not be able to process your employment application. By submitting your application, you

accept the collection, processing, retention, and sharing of your personal data in accordance with our Privacy Policy.

You, and the entities supplying the personal data on your behalf, shall be responsible for the acceptance given to us for collection, processing, retention, and sharing of your personal data. We do not assume responsibility for entities acting on your behalf for accepting the collection, processing, retention, and sharing of your personal data.

Where you disclose personal data on behalf of another person, you are responsible for ensuring that the individual whose personal data is supplied to us has authorized you for the disclosure, is informed of, and accepts our processing of their personal data in accordance with this Privacy Notice.

WHAT ARE YOUR RIGHTS

You have the following rights for your personal data:

1. You have a right to know what personal data is collected, how it is protected, why we need to process it, how long we retain it, and whom it is shared with and for what purpose.
2. You also have the right to update/correct your personal data, raise your concerns about processing your personal data, and request for erasure of your personal data.
3. You shall have the option to object to processing and request erasure of your personal data only while processing your employment application, and the same cannot be exercised after you have signed an employment contract with us.
4. In the event we disclose inaccurate personal data about you to a third party, we will provide the third party in question with an accurate record of the personal data so that they can correct it.
5. If Nebras Energy does not resolve your data privacy concerns, you have the right to register a complaint with the National Data Protection Office of the National Cyber Security Agency.

This Privacy Notice serves the purpose of notifying individuals about Nebras Energy's need for collection and processing of personal data.

CONTACT US

To learn more about Nebras Energy data privacy policies and to make a request to exercise your data privacy rights, please write to privacy@nebrasenergy.qa.

DATA PRIVACY NOTICE REVIEW

This Notice shall be reviewed every 3 (three) years, or as required to account for major business changes, or as per the compliance requirement to ensure it remains relevant to the Group's objectives, laws and regulations. The personnel within Nebras Energy responsible for managing personal data matters (for example, the Data Governance Specialist) are responsible for managing and maintaining this Privacy Notice and for ensuring that this Privacy Notice and its updates are published appropriately and communicated to relevant stakeholders.

This Privacy Notice shall be revised in response to the changing needs and requirements of the business, through a formal revision policy. The formal policy ensures that all amendments are controlled, documented, and approved prior to implementation.

Requests for revision to this Privacy Notice are made through a recommendation submitted by the Information Security & Data Governance to the MD&CEO of Nebras Energy. Any revision to this Privacy Notice shall be approved by the MD&CEO of Nebras Energy.

Please write to privacy@nebrasenergy.qa if you need assistance.