GROUP PROCUREMENT

Supplier Privacy Notice

DOCUMENT: QTR-LGL-PL-20

ISSUE N°: 02

DATE: JULY 2026

PROPRIETARY AND CONFIDENTIAL INFORMATION NOTICE

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1. OVERVIEW

Qatar Airways is committed to protecting your personal data and your right to privacy. We want you to feel safe when using our electronic procurement application ("**E-Procurement Application**") and are committed to maintaining your privacy when you do.

This Supplier Privacy Notice ("**Privacy Notice**") sets out the basis on which we process any personal data we collect from you. Please read the following carefully to understand how we process your Personal Data. By "**Personal Data**" we mean any information relating to an identified or identifiable natural person.

If we change this Privacy Notice, we will inform you about the changes by publishing the updated version on our E-Procurement Application, where the latest dated version can be found.

2. WHEN DOES THIS PRIVACY NOTICE APPLY?

This Privacy Notice applies to the processing of Personal Data of our suppliers and service providers who are natural persons and the agents, representatives or contact persons of suppliers that are legal entities.

In this Privacy Notice we explain which Personal Data we process and for what purposes, and to which persons or entities the Personal Data will be provided. We will only process your Personal Data in accordance with this Privacy Notice.

3. WHO IS RESPONSIBLE FOR THE PROCESSING OF YOUR PERSONAL DATA?

Qatar Airways Group Q.C.S.C. ("Qatar Airways", "we", or "us"), with its registered office at Qatar Airways Tower, PO Box 22550, Doha, State of Qatar, is responsible, as controller, for the processing of all Personal Data described in this Privacy Notice.

4. HOW WE COLLECT AND RECEIVE PERSONAL DATA

4.1 We may collect and receive Personal Data directly from you as an agent or representative of the organisation where you are employed or you where you are an individual supplier, including when you:

(a) register as a supplier of Qatar Airways;

(b) use our E-Procurement Application or participate in a Qatar Airways procurement process;

(c) communicate with us such as by email, telephone, in writing or through our E-Procurement Application;

(d) share your business cards with our agents or representatives; or

(e) execute agreements electronically using approved electronic signature solutions.

4.2 Where you disclose Personal Data on behalf of another person, you undertake and will ensure that the individual whose Personal Data is supplied to Qatar Airways has authorised the disclosure, and is informed of this Privacy Notice before you disclose such Personal data.

5. WHY DO WE USE YOUR PERSONAL DATA?

5.1 When you interact with Qatar Airways

(a) For communication or responding to your requests or enquiries

(i) **What does this mean?**

If you get in touch with us by email, by telephone, in writing, through our E-Procurement Application or in person, your Personal Data is collected only to the extent necessary to reply to and answer your question or to respond to your complaints or requests (e.g. to assist you in registration as a supplier or to provide technical assistance).

(ii) **What are our legal grounds for doing this?**

We will process your Personal Data based on our legitimate business interests or performance of a contract in providing support or information to you based on your request.

(iii) **Which Personal Data do we use for this purpose?**

Depending on the communication channel you have chosen to connect with us, we will use Personal Data you supply which may include your name, contact details, email address, country of residence and your correspondence with Qatar Airways.

(b) For registration as a supplier

(i) **What does this mean?**

In order for you or your organisation to register as a supplier to Qatar Airways, we will process your Personal Data to verify your identity or that of your authorised representative, to maintain communications in relation to the registration process.

(ii) **What are our legal grounds for doing this?**

We will process your Personal Data based on the performance of our contract with you or our legitimate interest to register and manage our suppliers.

(iii) **Which Personal Data do we use for this purpose?**

If you are an individual supplier, we may process your name, gender, title, contact details such as your postal address and email address, identification documents, bank account details, tax details.

If you are an agent or representative of a supplier, we may process name, gender, title, contact details, company incorporation and ownership details.

(c) For a sourcing process

(i) **What does this mean?**

When you participate in a sourcing process, we process your Personal Data for organising and administering tenders.

(ii) **What are our legal grounds for doing this?**

We will process your Personal Data based on our legitimate interest to conduct a tender process.

(iii) **Which Personal Data do we use for this purpose?**

We process your email address and other contact details.

(d) For contract management

(i) **What does this mean?**

In order to enter into a contract with you or your organisation, we process Personal Data as part of contract preparation, negotiation and execution. Further, we process Personal Data in relation to works, goods or services being provided to Qatar Airways and for the purposes of communication, issue of legal notices and the administration of the contract.

(ii) **What are our legal grounds for doing this?**

We will process your Personal Data based on our legitimate interest or the entering into or performance of a contract between you or your organisation and Qatar Airways.

(iii) **Which Personal Data do we use for this purpose?**

If you are an individual supplier, we may process your name, title, contact details such as your postal address and email address and identification documents.

If you are an agent or representative of a supplier, we may process name, title and contact details.

(e) For billing and payment

(i) **What does this mean?**

When you invoice us for services or work provided, we process Personal Data in order to verify your invoice and facilitate payment to you or your organisation.

(ii) **What are our legal grounds for doing this?**

We will process your Personal Data based on our legitimate interest to conduct billing and payment transactions or the performance of a contract between you or your organisation and Qatar Airways.

(iii) **Which Personal Data do we use for this purpose?**

If you are an individual supplier, we may process your name, email address, bank details and any other Personal Data provided to us during the supplier registration.

If you are an agent or representative of a supplier, we may process name.

(f) For compliance with legal or regulatory requirements

(i) **What does this mean?**

In order to comply with legal or regulatory obligations, including providing specific information to law enforcement or similar bodies upon request, Qatar Airways may be required to share your Personal Data with law enforcement officials, courts and government and regulatory authorities.

(ii) **What are our legal grounds for doing this?**

We will process your Personal Data based on either:
(a) compliance with a legal or regulatory obligation; or

(b) our legitimate business interests to be able to share information with law enforcement or similar bodies from time to time, subject to their lawful requests.

(iii) **Which Personal Data do we use for this purpose?**

For this purpose, the Personal Data that we may be compelled to share will vary on a case-to-case basis but may include for example your name, date of birth, address and contact details.

(g) For electronic execution of agreements

(i) **What does this mean?**

Where Qatar Airways executes agreements with suppliers or service providers using electronic signature solutions, we process limited Personal Data of authorised signatories in order to send signature requests, authenticate the signer, manage the signature workflow, and retain evidence of execution of the agreement.

(ii) **What are our legal grounds for doing this?**

We process your Personal Data based on the performance of a contract or the taking of steps at your request prior to entering into a contract, and our legitimate interests in ensuring that agreements are executed in a secure, efficient, and legally valid manner.

(iii) **Which Personal Data do we use for this purpose?**

We process your email address, phone number (including for SMS-based verification, where applicable), name, and details evidencing execution of the agreement (such as date, time, and method of signature).

5.2 When you participate in Qatar Airways provided training

(i) **What does this mean?**

We process your Personal Data to register you, document your attendance, assess your performance and communicate with you in relation to Qatar Airways provided training including personalised training.

(ii) **What are our legal grounds for doing this?**

We will process your Personal Data based on our legitimate interests to provide appropriate training to our suppliers.

(iii) **Which Personal Data do we use for this purpose?**

We process your contact details such as your name, identity document number, email address and correspondence with Qatar Airways and Personal Data generated during your training with Qatar Airways.

5.3 When you visit our premises

(i) **What does this mean?**

We collect and process Personal Data to ensure the physical security of persons and property at Qatar Airways premises (office buildings, training facilities or staff

accommodation), and the security of confidential information located at or accessible from Qatar Airways premises.

(ii) **What are our legal grounds for doing this?**

We process this Personal Data based on a legal obligation or our legitimate interests, which include (i) conducting our business; (ii) maintaining a professional/business relationship with our suppliers; (iii) ensuring compliance with our company policies; (iv) maintaining the integrity of our property, assets and systems; and (v) preventing criminal activities, fraud and misuse of our products, services, assets and IT network.

(iii) **Which Personal Data do we use for this purpose?**

We use Personal Data provided by you which includes but is not limited to name, company name, phone number, reason of visit, date and time, photograph, national identification numbers (where permitted by law). If you visit one of our premises, you may be monitored by closed circuit television (CCTV) for security purposes and the prevention and detection of crime. In each case, we do so in compliance with applicable laws.

5.4 Legitimate Interests

Where Qatar Airways relies on legitimate interests as a basis for processing your Personal Data, we have considered your interests, rights and freedoms and carry out a 'balancing test' to ensure that our processing is necessary and that our legitimate interests are not overridden by your rights and interests.

6. COOKIES

Cookies are small files of information which save and retrieve information during your visit to our Website for purposes including https authentication. The table below summarizes the types of session based first party cookies we use on the Website, together with their respective purpose and duration (i.e. how long each cookie will remain on your device):

Cookie	Purpose	Type	Duration
FileDownloadToken	Used for showing busy process indicator during file download.	Strictly Necessary	20 minutes of idle time
Autorefresh	Used for refreshing worklist if auto refresh checkbox is selected from internal(buyer) site.	Strictly Necessary	20 minutes of idle time
Autosupprefresh	Used for refreshing worklist if auto refresh checkbox is selected from external (supplier) site.	Strictly Necessary	20 minutes of idle time
ESRC (Authentication Cookie)	Used for validating authenticated user session for each http request.	Strictly Necessary	20 minutes of idle time

7. WHO HAS ACCESS TO YOUR PERSONAL DATA?

7.1 Access to your Personal Data within Qatar Airways Group

As part of a global organisation with its head office in Doha, State of Qatar, Personal Data we collect may be transferred internationally throughout Qatar Airways' Group for business purposes or administrative purposes to countries where Qatar Airways is established and whose data protection laws may not be as extensive as those in the European Economic Area ("**EEA**"). If necessary, Qatar Airways will ensure that adequate safeguards are in place to comply with the requirements for the international transfer of personal data under applicable data protection and privacy laws. Qatar Airways employees are authorised to access Personal Data only if necessary to serve the applicable purpose and to perform their jobs.

7.2 Access to your Personal Data by third parties

We may use support services and technology service providers, which may require the transfer of your Personal Data to and from countries outside of your country of residence that may be processed and stored by relevant third parties to provide you with the arrangements you require.

In your relationship with us as a supplier, we may be required to disclose certain of your Personal Data in the following cases:

(a) to those acting on your behalf such as agents or other representatives;

(b) to third parties, including service providers to provide a service to, or perform a function for, us or who are otherwise appointed by us in connection with the services we offer you, including those who are acting as our agent, including, without limitation support service providers, technology providers, including providers of electronic signature solutions used for the execution of supplier agreements, specialised consultants, legal advisers, auditors;

(c) to third parties, including law enforcement officials, courts and government and regulatory authorities: (a) if we believe disclosure is required by any applicable law, regulation or legal process (such as to respond to subpoenas or judicial orders); or (b) to protect and defend our rights, or the rights or safety of third parties, including to defend against legal claims; and

Organisations that are based outside of the EEA may not be subject to the same level of controls with regards to data protection that exist within the EEA. When third parties are given access to your Personal Data, we will take the required contractual, technical and organisational measures to ensure that your Personal Data is only processed if necessary for the relevant purpose. We use reasonable efforts to ensure that third parties will only process your Personal Data in accordance with applicable law (e.g. via data processing agreements or data sharing agreements as set out in paragraph 8). For data transfers that require additional safeguards, Qatar Airways may use the standard contractual clauses approved by the European Commission.

8. HOW DO WE KEEP YOUR DATA SAFE?

Safeguards

Qatar Airways has implemented measures to safeguard your Personal Data. We are committed to ensuring that your Personal Data is secure. In an effort to prevent unauthorised access to, or disclosure of, your Personal Data, we have put in place physical, technical, and administrative safeguards to protect your Personal Data against accidental or unlawful destruction or accidental loss, damage, alteration, unauthorised disclosure or access, as well as all other forms of unlawful processing (including, but not limited to, unnecessary collection) or further processing. In order to protect the security of your information, where necessary, we use encryption technology when collecting or transferring Personal Data.

Although we use reasonable and appropriate efforts to protect your Personal Data we cannot guarantee the security of your Personal Data transmitted to our E-Procurement Application via internet or similar connection.

Retention

We will store Personal Data for as long as is reasonably necessary to fulfil the purpose for which it was collected. In some circumstances we may need to store your Personal Data for longer periods of time for instance where we are required to do so in accordance with legal, regulatory, tax, or audit requirements.

When your Personal Data is no longer required, we will take commercially reasonable and technically practicable measures to make the Personal Data irrecoverable or irreproducible in accordance with the applicable laws.

9. YOUR RIGHTS

You can exercise your rights to access, rectification, erasure, restrict processing, data portability, objection or rights in relation to automated individual decision-making, including profiling, in relation to the Personal Data that Qatar Airways processes at any time by sending a request via a dedicated 'subject access request' portal on Qatar Airways Group's website. You may have other privacy rights depending upon your country of residence.

We will not charge a fee to respond to your request unless the request may be deemed as manifestly unfounded or excessive.

10. HOW TO CONTACT US OR LODGE A COMPLAINT

Should you have any questions about the processing of your Personal Data or this Privacy Notice, please contact:

Qatar Airways Group Q.C.S.C.
Qatar Airways Tower 1
PO Box 22550
Doha, State of Qatar.

Attention: Data Protection Officer

If you have any concerns about our use of your Personal Data, you can send an email to our Data Protection Officer here. You can also complain to the competent supervisory authority if you are unhappy with how we have used your Personal Data.