



PRIVACY POLICY

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This privacy policy (“Privacy Policy”) governs the processing of your personal data as part of your use of the Website skyfixeraerospace.com (the “Website”) and its associated services (hereinafter together referred to as “Services”).

This processing is undertaken by Skyfixer Aircraft Maintenance and associated companies, together referred to as the Samrya Group (“we”, “us”, “our”) in compliance with the Law No. 13 of 2016 Promulgating the Protection of the Privacy of Personal Data Law. By using the Website and Services, you acknowledge that you have read this Privacy Policy carefully and that you agree with it without reservation.

We reserve the right to modify, change or amend the Privacy Policy at our own discretion and from time to time. Such modification, change or amendment shall be communicated via the Website. Please note that as part of the Website and/or Services, especially those provided via the Website, we may use so-called cookies. Cookies are small text files that are stored on a device’s hard drive and contain certain information and sometimes personal data. For more information on the way we uses cookies, refer to the section on cookies below.

1. What We Process

1.1 When contacting us via the Website, e-mail, social media channels (the basic identity information you provide us with, such as, name, email-address, postal address, telephone number, the company you work for).

1.2 When applying for a job via the Website, if you are a current applicant or candidate, you consent to the collection of personal data pertaining to you. If you provide us with personal data of a family member or other third party in connection with your application this Policy also covers the use of their information, and you should make this Policy available to them.

1.3 When using the Website, information about your computer and about your visits to and use of this website (these are information about your browser, your IP address, your general location as determined from your IP address and provided by your browser, the site from which you come, and the links followed when leaving our site). This information is also collected through cookies.

2. Why We Process Personal Data

2.1 We may process your personal data for the purpose of recruitment and engagement. We want to ensure you understand what information we collect about you, how we will



use it and for what purpose. This Policy does not form part of any contract of employment offered to candidates hired by Skyfixer Aircraft Maintenance.

2.2 We may process your personal data to perform statistical analyses so that we may improve our Website and/or Services, or to develop new products and/or services.

2.3 We may process your personal data for informing any third party in the context of a possible merger with, acquisition from/by or demerger by that third party, even if that third party is located outside Qatar.

2.4 If the use of our Website and/or Services can be considered (a) a violation of the terms or the intellectual property rights or any other right of a third party, (b) a threat to the security or integrity of the Services, (c) a danger to the Website and/or Services or any of our or our subcontractors' underlying systems due to viruses, Trojan horses, spyware, malware or any other form of malicious code, or (d) in any way hateful, obscene, discriminating, racist, slanderous, spiteful, hurtful or in some other way inappropriate or illegal, we may process your personal data for the preservation of the legitimate interest of us, our partners or a third party.

2.5. Your personal data may be transferred to the police or the judicial authorities as evidence or if there are justified suspicions of an unlawful act or crime committed by you through your registration with or use of the Website and/or Services.

3. To Whom We Send Personal Data

3.1 We do not send your personal data in an identifiable manner to any third party if this is not required to provide the Services to you, without your consent to do so.

3.2 Third party service providers who provide services to us such as recruiters or executive search agencies, background check or psychometric assessment service providers, and other benefits providers. We will ensure that third party processors are only allowed to process your personal data on behalf of us upon instruction of us. We warrant that all third-party processors are selected with due care and are trained to be aware of the safety and integrity of your personal data.

4. Where We Process Personal Data

4.1 We may transfer your personal data to organizations outside of Qatar. Should such transfer take place, we will ensure that there are appropriate safeguards in place to ensure the safety and integrity of your personal data as well as all rights with respect to personal data you might enjoy under applicable mandatory law.



5. How We Process Personal Data

5.1 We will process your personal data in a lawful, fair and transparent manner. We will do our utmost best to keep the personal data accurate and up to date.

5.2 For processing your personal data under the conditions outlined in this Privacy Policy, we obtain your consent as a result of you using our Website and/or Services. We may also process your personal data for the preservation of the legitimate interests of us, our selected partners or a third party.

5.3 We do our utmost best to process only those personal data which are necessary to achieve the purposes listed in this Privacy Policy. Your personal data are only processed for as long as needed to achieve the purposes listed in this Privacy Policy or up until such time where you withdraw your consent for processing them.

5.4 We will take the appropriate technical and organizational measures to keep your personal data safe from unauthorized access or theft as well as accidental loss, tampering or destruction. Access by our personnel or personnel of our third-party processors will only be on a need-to-know basis and subject to strict confidentiality obligations. You understand, however, that safety and security are only best-efforts obligations, which can never be guaranteed. To keep your personal data secure, we comply with the privacy policies established by the competent department within the Ministry of Transport and Communication.

6. Your Rights

6.1 You have the right to request access to, as well as a copy of, all personal data processed by us pertaining to you. Subsequent requests for access addressed to us that are manifestly submitted for causing nuisance or harm to us, will not be dealt with. Please note that the provision of any copies may be subject to the payment of a reasonable administrative fee.

6.2 You have the right to ask that any personal data pertaining to you that are inaccurate, are corrected free of charge. If a request for correction is submitted, such request shall be accompanied of proof of the flawed nature of the data for which correction is asked.

6.3 You have the right to withdraw your earlier given consent for processing your personal data. Specifically for direct marketing e-mails that we send to you with commercial information and offers, you will have a possibility to opt out (refuse) to receive such further e-mails by following a link that is provided within the e-mail. You have the right to request that personal data pertaining to you be deleted if they are no longer required in light of the purposes outlined in article 2 or if you withdraw your consent for processing them. However, you need to keep in mind that a request for deletion will be evaluated by us against legal or regulatory obligations or administrative or judicial orders which may contradict such deletion.

6.4 You have the right to oppose the processing of personal data if you are able to prove that there are serious and justified reasons connected with your particular circumstances that warrant such opposition. However, if the intended processing qualifies as direct marketing, you have the right to oppose such processing free of charge and without justification.

6.5 If you wish to submit a request to exercise one or more of the rights listed above, you can contact us via our Contact Us Page on our Website or send an e-mail to or contact us:

information@samrya.com

PO Box 9183, Doha, Qatar

Phone: +974 44606060

Such request should clearly state which right you wish to exercise and the reasons for it if such is required. It should also be dated and signed and accompanied by a digitally scanned copy of your valid identity card proving your identity. We will promptly inform you of having received this request. If the request proves valid, we shall honor it as soon as reasonably possible and at the latest thirty (30) days after having received the request. If you are not satisfied with the outcome provided by us, you may file a complaint with the competent department within the Ministry of Transport and Communication.

7. Cookies

7.1 You can avoid cookies being placed by configuring your browser as such. Guidelines as to how to do this can be found here:

- Internet Explorer : <http://windows.microsoft.com/en-gb/windows7/Block-enable-or-allow-cookies>
- Microsoft Edge: <http://windows.microsoft.com/en-gb/windows-10/edge-privacy-faq>
- Chrome: <https://support.google.com/chrome/answer/95647?hl=en>
- Firefox: <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>
- Safari: https://support.apple.com/kb/PH19214?viewlocale=en_US&locale=nl_BE

However, not allowing cookies when visiting the Website may cause certain or all features of the Website to stop working properly.

7.2 You may at all times withdraw your consent with our use of cookies. To exercise this right, it suffices to delete the cookies which have been placed on your device. To do so, you are kindly asked to refer to the appropriate instructions of your browser manufacturer, as listed above.