

PRIVACY AND COOKIE POLICY

Version Number QA.1

PURPOSE

Stagestruck understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of our customers, employees, suppliers, and all other individuals we interact with. We will only collect and use personal information in ways that are described here, and in a way that is consistent with our obligations and your rights under the Personal Data Privacy Protection Law of Qatar (PDPPL).

SCOPE

This policy applies to:

- customers and potential customers
- suppliers and service providers including freelancers and contractors
- visitors to our website

WHAT DOES THIS POLICY COVER?

This policy contains important information on:

- who we are
- how and why we collect, store, use, and share your personal data
- your rights in relation to that data

WHO WE ARE

Stagestruck is an independent, fully integrated creative agency delivering world-class experiences, events, and communications for global brands anywhere in the world.

We are genuinely integrated and have in house all the relevant disciplines to provide our clients with creative concept development, project management, event design, video production, digital engagement, delegate management, set construction and technical support. Our clients benefit from ideas that push creative boundaries and reliable, exceptional quality, delivery.

WHAT IS PERSONAL DATA?

Personal data is generally defined as *'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'*.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as social media handles, IP addresses and other online identifiers.

DATA PROCESSING & PROTECTION REQUIREMENTS

The Personal Data Privacy Protection Law in Qatar imposes specific requirements on us as a company on processing of personal data. They include the following:

- Ensure the processing of personal data is carried out legitimately and honestly.
- Consider the rules involved when dealing with personal information,.
- Protect the data using the guidelines provided by regulatory authorities in Qatar.
- Keep personal data only as long as needed.

We inform you about specific details before we start using your personal information. These essential pieces of information include:

- Our details as the controller, and details of any other parties we will share the data with.
- The lawful purpose for processing personal data.
- Description of the processing activities and the extent of disclosure involved.

According to Article 4 of the law, we must obtain explicit consent from individuals before processing their personal data, except when the processing is necessary for legitimate and lawful purposes. We keep records of processing activities as required under the PDPPL.

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As required under article 11, paragraph 1 and article 13 of Qatar's PDPPL, we have conducted data protection impact assessment (DPIA) of our privacy protection measures and conform to the principles of the ISO27001 for all information security requirements.

INDIVIDUAL RIGHTS

You have the following rights over your data that we hold:

- Right to withdraw consent
- Right to object to the processing of your personal data
- Right to request the permanent deletion of your personal data
- Right to correct your personal data
- Right to access personal data held by us

You reserve the right to withdraw your consent anytime that are you are no longer comfortable with us holding it. You may request this at any time using the contact details at the end of this notice.

We will not send you marketing communications without your explicit consent.

PROTECTING YOUR PERSONAL DATA

We are committed to protecting your personal data. As required by the PDPPL we have conducted a DPIA and take appropriate technical and organisational measures to guard against unauthorised or unlawful processing of your personal data and against accidental loss or destruction of, or damage to, your personal data. The measures we use are designed to provide a level of security appropriate to the risk of processing your personal data.

We have security measures in place to restrict access to databases only to those who need access appropriate to their job role.

Digital data and hard copy data are securely disposed of when no longer required.

CROSS-BORDER DATA TRANSFERS

We may transfer your data to our group company Stagestruck Ltd in the United Kingdom. Stagestruck Ltd is strictly governed by the UK Data Protection Act 2018 (DPA). More information on the UK DPA can be found [here](#)

DATA BREACH

Under articles 13 & 14 of the PDPPL we must notify you immediately of any breach if it occurs, we also have an obligation to notify the office of National Cyber Governance and Assurance Affairs (NCGAA) of a breach within 72 hours.

HOW TO CONTACT US

We try to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. If you have a query about the way we are using or collecting your data or to make a Subject Access Request please email our Privacy Manager at privacy@stagestruck.co.uk

The supervisory body for the Qatar is The National Cyber Security Agency.

You can visit their website at: nsa.gov.qa or contact them on: +974 236 2220