

Privacy Notice

Date: 6. August 2018

Welcome to our website and thank you for your interest in our privacy notice. The protection of your personal data is important to us and the processing of your data performed is strictly in compliance with applicable data protection laws and regulations. This Privacy Notice explains how Oxford Properties Management (Germany) GmbH, Bellevuestraße 3, 10785 Berlin (“we,” “us,” or “our”) as the responsible data controller collects, uses, discloses or otherwise processes your personal data.

1. Collection and use of your personal data

“Personal data” means any information relating to an identified or identifiable natural person (hereinafter referred to as the “user” or “you”); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, location data, an online identifier (e.g. cookie) or to one or more specific factors.

Here is a description of the types of Personal Data we may collect and how we may use it:

Information you provide when contacting us: If you contact us by email or through the contact form provided on this website, the personal data you submit will be stored for the purpose of processing your request and to address possible follow-up questions. The personal data will only be used for the purpose for which you made it available to us when contacting us. The provision of this information is entirely voluntary and performed with your consent. You agree in particular that we may contact you through the communication channels mentioned in your request (such as your e-mail address, telephone number or postal address) in order to respond to your request. You can revoke your consent at any time with effect to the future by sending an email to Privacy.Germany@oxfordproperties.com.

Information collected by means of technology: We may collect some information from your computer through the use of cookies such as your IP address, your browser type and version, your operating system or the URLs you come from and go to next. To find out more about the use of cookies on this website and how to manage and delete cookies, please review our [Cookie Notice](#).

2. How we use your personal data

Unless otherwise described in this Privacy Notice, your personal data will only be collected, stored or otherwise processed for our own business purposes and only to the extent

necessary to provide the services or content that you have requested. Our website is made available to all users without requiring them to disclose any personal data to us.

3. Sharing your personal data

We may share your personal data with third parties in order to fulfill the purposes as described in this Privacy Notice. This may include sharing your personal data, inter alia, with IT service providers, website service providers and businesses located at the Sony Center.

4. Security

We have taken appropriate technical and operational security measures to protect your personal data from intentional or unintentional manipulation, loss, destruction or access by unauthorized persons. Our security procedures are monitored regularly and updated in line with technological progress.

5. Legal basis for data processing

If and to the extent that you have given us your consent for the processing of your personal data, your personal data will be processed on basis of such consent in accordance with Article 6 para. 1 lit. a) of the General Data Protection Regulation ("GDPR"). Otherwise, the processing will be based (i) on Article 6 para. 1 lit. b) GDPR where the processing is necessary for the performance of a contract or for the implementation of pre-contractual measures, (ii) on Article 6 para. 1 lit. c) GDPR where the processing is necessary to fulfill legal obligations or (iii) on Article 6 para. 1 lit. f) GDPR where the processing is necessary for the protection of our legitimate interests or the legitimate interests of a third party.

6. Your Rights

We take reasonable steps to ensure that your personal data is accurate, complete, and up to date. You have the right to access, correct, or delete the personal data that we collect. You are also entitled to restrict or object, at any time, to the further processing of your personal data. You have the right to receive your personal data in a structured and standard format and, where technically and legally feasible, the right to have your personal data transmitted directly to a third party. You may lodge a complaint with the competent data protection authority regarding the processing of your personal data.

7. Retention

We will retain your personal data for as long as it is necessary to fulfill the purposes outlined in this Privacy Notice, unless a longer retention period is required or permitted by law.

8. Use of Matomo

To help us better understand how users engage with this website and to analyse and optimize its online presence, this website uses Matomo Analytics (“Matomo”). Matomo is a web analytics service provided by InnoCraft Ltd. which uses cookies in order to collect information on the usage of this website. This information will be used to evaluate the users’ use of the Website, to compile reports on Website activities and to provide other services related to Website activities and internet usage. Matomo has been enhanced to include IP anonymisation in order to ensure anonymous collection of IP addresses (so-called IP masking). The IP address provided by users as part of Matomo will not be merged with other Matomo data.

Users can prevent the storage of cookies by choosing the corresponding setting of their browser software. However, in such case, users may not be able to use all the features of this website to the fullest extent possible. In addition, users may prevent the collection and processing of data related to their use of this website (including their IP address) by opting-out under the following link: https://matomo.org/faq/general/faq_20000/. For more information about Matomo’s data processing, please see the Matomo Privacy Policy which is available under <https://matomo.org/privacy-policy/>.

9. Contact

Questions or comments regarding this Privacy Notice can be addressed by sending an e-mail to Privacy.Germany@oxfordproperties.com.