

# Privacy Notice

Last modified: 23 October 2018

This Privacy Notice explains how the owners of the Sony Center real estate property (“**we**”, “**us**” or “**our**”, “**Owners**”) process personal data in connection with the letting of apartments, office space or other premises or facilities located at the Sony Center in Berlin (collectively, the “**Lease Objects**”). Data Controller for the processing of your personal data will be the Owner and landlord of the Lease Object that is rented out to you or which you are interested in renting.

The following sections give you an overview on how we process personal data and how we ensure and maintain our high level of data protection compliance.

## 1. Categories of Personal Data

Personal data are information that can be used to directly or indirectly identify you. Personal data do not include data that has been irreversibly anonymized or aggregated so that it can no longer enable us, whether in combination with other information or otherwise, to identify you. We may process in particular the following categories of personal data which we get access to and collect in connection with the letting of the Lease Objects:

- Personal information such as name, address, telephone number, email address, birth date, company information and employment status;
- Payment information such as bank account data and credit card data;
- Credit assessment data;
- Video surveillance data;
- Legal information.

## 2. Categories of Data Subjects

We may process personal data of the following data subjects:

- Prospects;
- Tenants;
- Contact persons or representatives of prospects or tenants.

## 3. Purpose limitation

We will process personal data in particular for the following purposes:

- to assess prospects and to select tenants;
- to establish, perform or terminate leases or other agreements with tenants;
- to enforce or defend legal claims;
- to protect our rights and the safety of the Lease Objects as well as the rights and safety of our tenants, customers, employees, business partners and other third parties;
- to respond to data subject requests;
- to meet legal or regulatory requirements.

We may also receive details about you from third parties who have provided us with your personal data under appropriate legal grounds for sharing. Failure to provide us with personal data may affect how we exercise our business relationship with you, for example not being able to select you as a tenant.

#### **4. Lawful basis for processing**

We always ensure that a lawful basis exists for all of the personal data we process. Our processing of your personal data will be legitimized as follows:

- Whenever we require your consent for the processing of your personal data such processing will be justified pursuant to Article 6(1) lit. (a) of the EU General Data Protection Regulation (“**GDPR**”).
- If the processing of your personal data is necessary for the performance of a contract between you and us (for example, a lease) or for entering into the contract, such processing will be based on GDPR Article 6(1) lit. (b).
- Where the processing is necessary for us to comply with a legal obligation, we will process your personal data on basis of GDPR Article 6(1) lit. (c), for example when complying with anti-money laundering legislation.
- Where the processing is necessary for the purposes of our legitimate interests, such processing will be made in accordance with GDPR Article 6(1) lit. (f), for example to obtain information about your creditworthiness or to detect fraudulent behavior.

#### **5. Commissioning of processors**

We will only delegate the processing of personal data to processors if such processors are able to provide sufficient guarantees to process personal data in accordance with the provisions of the GDPR and other applicable data protection laws. All data processing activities in connection with the letting of Lease Objects will primarily be done by Cushman & Wakefield and by WISAG Facility Management which we have retained as property and

facility managers for the Lease Objects and which will, in such function, be processing your personal data on our behalf.

## **6. Data subject rights**

You are entitled to request information about your personal data processed by us and to have your personal data supplemented, corrected or deleted. In addition, you have the right to data portability and may object to and request the restriction of the processing of your personal data in accordance with applicable data protection laws. Furthermore, you may revoke any consent given to us with regard to the processing of your personal data at any time, and you have the right to lodge a complaint with a supervisory authority if you consider that the processing of their personal data violates the GDPR.

## **7. Data security measures; retention periods**

We have established a privacy program designed to help protect personal data we process. We maintain reasonable administrative and technical safeguards intended to protect against the loss, misuse, unauthorized access, alteration, or disclosure of personal data in accordance with the GDPR and other data protection laws. All data is securely stored and can only be accessed by entitled employees on a “need to know basis”.

Personal data are stored by us as long as this is necessary to fulfill the purposes for which the personal data was collected or if the data storage is necessary to comply with statutory retention periods or to assess or defend against legal claims.

## **8. Commitment and training of staff**

Any of our staff who has or will possibly have access to personal data has been committed to data privacy. We regularly train our staff regarding the correct handling of personal data and compliance with applicable data protection laws and regulations.

## **9. Maintaining data protection standards**

We will continue to observe the implementation of applicable data protection laws and regulations including the GDPR and their interpretation by the competent authorities and regulators in order to continue providing our services with the highest level of quality and compliance.

## **10. Disclosure of personal data**

Personal data may be shared with affiliated companies of us in order to fulfill the purposes as described in this Privacy Notice. In addition, personal data may be transferred to third parties that provide services to us or when we are legally obliged to disclose information, for example:

- Asset, property or facility managers that we use to provide services to you;
- IT service providers such as cloud service providers or e-mail or website service providers;
- Builders, meter-reading companies and other business partners that we use to provide services to you;
- Tax consultants, auditors, debt collectors and lawyers;
- Public authorities with statutory information rights.

#### **11. Transfer of personal data outside the EEA**

We will only transfer personal data to and process such data within a country other than the country where such data was initially collected, if and insofar as all applicable legal requirements for such transfer and processing are fulfilled. Where personal data are transferred to countries outside the European Economic Area (“**EEA**”), it will always be ensured that an adequate level of data protection is guaranteed.

#### **12. Changes to this Privacy Notice**

We may change this Privacy Notice at any time to ensure it always accurately reflects the way we process and safeguard your personal data. Should we make any material changes to our Privacy Notice, we will notify you accordingly by posting them to our website. We encourage you to check our website regularly and to read our Privacy Notice regularly in order to stay updated.

#### **13. Contact**

Questions or comments regarding this Privacy Notice or its implementation may be addressed to us by sending an e-mail to [Privacy.Germany@oxfordproperties.com](mailto:Privacy.Germany@oxfordproperties.com).