

## Privacy Notice

Last updated: July, 2025

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 Forum Event Management GmbH, Kemperplatz 1, 10785 Berlin (“we,” “us,” or “our”) as the responsible data controller collects, uses, discloses or otherwise processes your personal data.

### 1. Subject of data protection

The subject of data protection is personal data, thus all 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.

**The following describes the types of personal information we may collect and how we use it: Information you provide when contacting us:**

**1.1. Automated data collection:** When accessing our website, your end device automatically transmits data for technical reasons. The following data is stored separately from other data that you may transmit to us:

- URL of the page accessed
- Latency of the network connection
- Date and time

We store this data for the following purposes:

- to ensure the security of our IT systems, e.g. to defend against specific attacks on our systems and to recognize attack patterns;
- to ensure the proper operation of our IT systems, e.g. if errors occur that we can only rectify by storing the IP address;
- to enable criminal prosecution, averting of danger or legal prosecution in the event of specific indications of criminal offences.

Like many businesses, we also collect information through cookies and similar technologies.

**1.2. Information that you provide to us as the moment you get in contact with 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](mailto:Privacy.Germany@oxfordproperties.com). The further storage of the data transmitted in the context of your inquiry is based on our legitimate interest in the proper documentation of our business operations and the safeguarding of our legal positions as well as, if necessary, for the fulfillment of legal obligations.

**1.3. Newsletter:** By subscribing to our newsletter, you consent to us processing your email address for sending the newsletter. You can revoke your consent at any time by unsubscribing from our newsletter. To do so, you can use the unsubscribe link included in every email or send us a message to

[Privacy.Germany@oxfordproperties.com](mailto:Privacy.Germany@oxfordproperties.com). To verify your e-mail address, you will first receive a registration e-mail

which you must confirm via a link (double opt-in). When you register for the newsletter, we store the IP address and the date and time of registration. The processing of this data is necessary to prove that consent has been given.

**1.4. 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](#). In the event that you have signed up for a newsletter provided by us, we may use technical means to collect information to evaluate the effectiveness of our communications.

**1.5. Signing up for events and sport classes:** When you register for our sports and fitness courses or other events, your registration is carried out via our external service provider Eventbrite, Inc., 535 Mission Street, San Francisco, CA 94105, USA. The personal data you provide during registration (such as your name, email address, and, if applicable, other contact details) will be transferred to Eventbrite and processed by us for the purpose of handling your booking and fulfilling the respective contract. Without providing this data, participation in the courses or events is not possible. The processing of your data is based on Article 6(1)(b) of the General Data Protection Regulation (GDPR) (performance of a contract). Please note that Eventbrite also processes the personal data you provide during registration for its own purposes under its own data protection responsibility. For more information on how Eventbrite processes your data, please refer to [Eventbrite's Privacy Policy](#). When registering via Eventbrite, your personal data will be transferred to the USA. From the perspective of the GDPR, the USA is considered a third country. The transfer of your data takes place on the basis of the Standard Contractual Clauses approved by the European Commission.

## **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, such as sending you, our newsletter. Our website is made available to all users without requiring them to disclose any personal data to us. This specifically includes the processing of bookings and the organization of events, where personal data is processed for the performance of a contract.

## **3. Sharing your personal data with technical service providers.**

We cooperate with technical service providers in order to offer our services. For example, we use technical service providers for hosting and some of the services required for the website. Accordingly, the processing of data takes place on the servers of these service providers. These service providers process the data only according to our explicit instructions and are obliged to guarantee sufficient technical and organizational measures for data protection. Consequently, our service providers act for us as so-called order processors within the meaning of Article 28 of the GDPR. We may pass on your personal data to these technical service providers in order to fulfill the purposes described in this data protection directive. This may include, but is not limited to, sharing your personal data with email delivery providers, IT software providers, marketing and research agencies, analytics companies and website service providers that assist us with our processes and Sony Center-based companies. We ensure that the relevant service providers guarantee, contractually or otherwise, an equivalent level of data protection.

## **4. Passing on of data**

Beyond the cases described, your personal data will only be passed on without your express prior consent

in the following cases:

- If it is necessary for the clarification of an illegal use of our services or for legal prosecution, personal data will be forwarded to the law enforcement authorities and, if necessary, to injured third parties. However, this only happens if there are specific indications of unlawful or abusive behavior. A transfer may also take place if this serves to enforce terms of use or other agreements. We are also legally obliged to provide information to certain public authorities upon request. These are law enforcement agencies, authorities that prosecute administrative offences subject to fines and the tax authorities.

This data is disclosed on the basis of our legitimate interest in combating abuse, prosecuting criminal offences and securing, asserting and enforcing claims and provided that your rights and interests in the protection of your personal data are not overridden.

- We disclose personal data to auditors, accounting service providers, lawyers, banks, tax consultants and similar bodies insofar as this is necessary for the provision of our services or the proper operation of our business or we are obliged to do so.

- We rely on contractually affiliated third-party companies and external service providers ("processors") to provide the services. In such cases, personal data is passed on to these processors to enable them to continue processing. These processors are carefully selected and regularly reviewed by us to ensure that your rights and freedoms are protected. The processors may only use the data for the purposes specified by us and are also contractually obliged by us to treat your data exclusively in accordance with this privacy policy and the German data protection laws.
- As part of the further development of our business, it may happen that our structure changes by changing the legal form, founding, buying or selling subsidiaries, parts of the company or components. In such transactions, customer information is passed on together with the part of the company to be transferred. Whenever personal information is disclosed to third parties to the extent described above, we will ensure that this is done in accordance with this privacy policy and the relevant data protection laws. Any disclosure of personal data is justified by the fact that we have a legitimate interest in adapting our corporate form to the economic and legal circumstances as necessary.

## 5. Social Media

We operate pages and profiles on various social media platforms. In this context, personal data is processed as described below. If you interact with us via our social media sites or our posts, we will collect and process the information you provide in connection with this, including your user name and any profile photo, for example if you mark a post with "Like", share or "retweet", comment or provide other content. The data processing in this regard is regularly carried out on the basis of our legitimate interest in making the corresponding functions available on our social media sites and, if applicable, on the basis of your consent vis-à-vis the operator of the respective network or your contractual relationship with the operator. Please also note that this content is published on our relevant social media sites in accordance with your account settings and can be accessed by anyone worldwide.

Further data processing by us may take place in order to be able to accept and process inquiries or messages via our social media sites.

In addition, the respective operators collect and process personal data from you in their own data protection responsibility when you visit our social media sites and/or interact with them or our contributions. This applies in particular if you are registered or logged in to the corresponding network. Even if you are not logged into a network, the operators collect certain personal data when you call up the page, such as unique identifiers that are linked to your browser or your device. Please note that this data may be aggregated across different platforms and services if they are operated by the same operator. For example, both Facebook and Instagram are operated by Facebook Ireland Limited. Further information can be found in the data protection notices of the respective operators, to which we refer below.

Specifically, we operate the following social media presences:

**5.1. Facebook:** You can find our Facebook fan page at: <https://www.facebook.com/dascen-terampotsdamerplatz/>

Facebook is operated by Facebook Ireland Limited, 4 Grand Canal Square, Dublin 2, Ireland ("Facebook"). If you visit or like our Facebook page as a registered Facebook user, Facebook collects personal data from you. Even if you are not registered with Facebook and visit our Facebook page, Facebook may collect pseudonymous usage data from you. For more information, please see Facebook's data policy at <https://www.facebook.com/about/privacy/> and at

[https://www.facebook.com/legal/terms/information\\_about\\_page\\_insights\\_data](https://www.facebook.com/legal/terms/information_about_page_insights_data). In the data policy, you will also find information on the settings options for your Facebook account.

Your personal data may also be provided to other Facebook companies. This may involve the transfer of personal data to the USA and other third countries for which there is no EU Commission adequacy decision. In this case, Facebook will use the [standard contractual clauses](#) approved by the EU Commission. Further information can also be found in Facebook's data policy.

In addition, as part of the operation of our Facebook page, we are jointly responsible with Facebook for the processing of so-called page insights. With the help of these page insights, Facebook analyses the behavior on our Facebook page and provides us with this information in non-personal form. For this purpose, we have concluded a joint data protection responsibility agreement with Facebook Ireland, which you can view at the following link: [https://www.facebook.com/legal/terms/page\\_controller\\_addendum](https://www.facebook.com/legal/terms/page_controller_addendum). In this agreement, Facebook undertakes, among other things, to assume primary responsibility under the GDPR for the processing of Page Insights and to comply with all obligations under the GDPR with regard to the processing of Page Insights.

**5.2. Instagram:** You can find our Instagram profile at: <https://www.instagram.com/dascenterampotsdamerplatz/>

Instagram is operated by Facebook Ireland Limited, 4 Grand Canal Square, Dublin 2, Ireland ("Facebook Ireland"). The Instagram privacy policy can be found at: <https://help.instagram.com/519522125107875>. In it you will also find information on the settings options for your account.

Your personal data may also be made available to other Facebook or Instagram companies. This may involve the transfer of personal data to the USA and other third countries for which there is no EU Commission adequacy decision. In this case, Facebook will use the standard contractual clauses approved by the EU Commission. Further information can also be found in the Instagram Privacy Policy.

In addition, as part of the operation of our Instagram page, we are jointly responsible with Facebook for the processing of so-called Instagram Insights. With the help of these Instagram Insights, Facebook analyses the behaviour on our Instagram page and provides us with this information in non-personal form. For this purpose, we have concluded a joint data protection responsibility agreement with Facebook, which you can view at the following link: [https://facebook.com/legal/terms/page\\_controller\\_addendum](https://facebook.com/legal/terms/page_controller_addendum). In it, Facebook undertakes, among other things, to assume primary responsibility under the GDPR for the processing of Instagram Insights and to fulfil all obligations under the GDPR with regard to the processing of Page Insights.

**5.3. LinkedIn:** You can find our LinkedIn account at:

<https://www.linkedin.com/company/oxford-properties-group/mycompany/>  
<https://www.linkedin.com/company/the-center-potsdamer-platz>

For users located in the European Economic Area and Switzerland, LinkedIn is operated by LinkedIn Ireland Unlimited Company, Wilton Plaza, Wilton Place, Dublin 2, Ireland ("LinkedIn Ireland"). You can find LinkedIn's data protection guidelines here: [https://www.linkedin.com/legal/privacy-policy?trk=organization-guest\\_footer-privacy-policy](https://www.linkedin.com/legal/privacy-policy?trk=organization-guest_footer-privacy-policy). In it you will also find information on the settings options for your LinkedIn profile.

Please note that LinkedIn also transfers personal data to third countries outside the European Economic Area for which there is no EU Commission adequacy decision. Insofar as such a transfer occurs, LinkedIn will use the standard contractual clauses approved by the EU Commission. Corresponding information can be found at <https://www.linkedin.com/help/linkedin/answer/62533>.

Finally, we receive non-personal information and analytics from LinkedIn about the use of our account or interactions with our posts. This information allows us to analyze and optimise the effectiveness of our LinkedIn activities. The processing that takes place within this context is based on our legitimate interest in optimizing our LinkedIn activities.

#### **5.4. Vimeo without Tracking (Do-Not-Track)**

This website uses embedded videos of the video portal Vimeo. The provider is Vimeo Inc, 555 West 18th Street, New York, New York 10011, USA. Furthermore, Vimeo has committed to continue to comply with the self-imposed obligations from the former so. Privacy Shield Agreement.

When you visit our website equipped with a Vimeo video, a connection to the Vimeo servers is established. In the process, the Vimeo server is informed which website you have visited. In addition, Vimeo obtains your IP address. However, we have set Vimeo so that Vimeo will not track your user activity and will not set any cookies.

The use of Vimeo is in the interest of an appealing presentation of our website. This represents a legitimate interest within the meaning of Art. 6 (1) lit. f DSGVO; consent can be revoked at any time.

The data transfer to the USA is based on the standard contractual clauses of the EU Commission and, according to Vimeo, on "legitimate business interests".

For more information on the handling of user data, please refer to the Vimeo data protection statement at: <https://vimeo.com/privacy>.

#### **5.5. Use of embedded Google Maps**

Some of the LMU internet pages use the Google Maps service. This service is provided by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA. The referral occurs exclusively by means of an API (two-click method). The data will only be sent to Google by this program interface after you click on the "Switch to Google Maps" button.

When using the Google functions, Google will process your IP address and possibly other personal data (e.g. information about your use of this internet page or subsequent pages or the data offered in Google Maps). Google thus obtains information that you have called up our internet page or the corresponding subsequent pages. This information is usually sent to and saved on a Google server in the USA. This will occur independently of whether Google has set up a user account that you have requested, or whether no user account exists at all. If you are logged in to Google, your data will probably be assigned directly to your user account. If you do not want this data to be assigned to your profile at Google, then you must first log off your user account at Google before you switch to Google Maps. But Google will save your data (even for users not logged on or registered) as a user profile and will evaluate this data for their own internal purposes for advertising, market research and needs-based structuring of their internet pages, and may also inform other users of the social network about your activities on our internet page.

You have a right to object to the formation of this usage profile; to exercise this right you must apply directly and exclusively to Google. The LMU as provider of our internet pages has no influence on this data processing. If you do not agree to the transfer of your personal data to Google, then do not click on "Switch to Google Maps." Then no data will be transferred to Google, however, a map will also not be opened.

Your personal data will only be collected and transferred to Google by our internet page if you click on the

button "Continue to Google Maps." The use of Google Maps is not absolutely necessary to obtain information about our internet pages and is thus voluntary for you. The incorporation of Google Maps into our internet pages occurs in the interest of a responsive presentation of our internet offers and to ensure a fast and convenient finding of sites available on our internet pages. This represents a justifiable interest within the meaning of Art. 6 para. 1 f) GDPR. In addition, Google Inc. is certified under the EU-US "Privacy Shield" Data Protection Agreement, whereby Google ensures a level of data protection equivalent to that of the EU in regard to data processing.

More information on the handling of usage data is found in the Google terms of usage at

- <http://www.google.de/intl/de/policies/terms/regional.html>
- or for Google Maps at [https://www.google.com/intl/de\\_US/help/terms\\_maps.html](https://www.google.com/intl/de_US/help/terms_maps.html)
- The Google data privacy policy is found at <https://www.google.de/intl/de/policies/privacy/>
- and the data privacy policy for Google Maps is found at [https://www.google.com/intl/de\\_de/help/terms\\_maps.html](https://www.google.com/intl/de_de/help/terms_maps.html)

## 6. Google Analytics 4

If you have given your consent, this website uses Google Analytics (GA4), a web analytics service provided by Google LLC. The responsible party for users in the EU/EEA and Switzerland is Google Ireland Limited, Google Building Gordon House, 4 Barrow St, Dublin, D04 E5W5, Ireland ("Google").

Google Analytics uses cookies that enable an analysis of your use of our websites. The information collected by means of the cookies about your use of this website is generally transferred to a Google server in the USA and stored there.

We use the User ID function. User ID allows us to assign a unique, persistent ID to one or more sessions (and the activities within those sessions) and to analyze user behavior across devices.

We use Google Signals. This allows Google Analytics to collect additional information about users who have personalized ads enabled (interests and demographics) and ads can be delivered to these users in cross-device remarketing campaigns.

Google Analytics 4 has IP address anonymization enabled by default. Due to IP anonymization, your IP address will be shortened by Google within member states of the European Union or in other states party to the Agreement on the European Economic Area. Only in exceptional cases will the full IP address be transferred to a Google server in the USA and shortened there. According to Google, the IP address transmitted by your browser as part of Google Analytics will not be merged with other Google data.

During your website visit, your user behavior is recorded in the form of "events". Events can be:

- Page views
- First visit to the website
- Start of session
- Your "click path", interaction with the website
- Scrolls (whenever a user scrolls to the bottom of the page (90%))
- clicks on external links
- internal search queries
- interaction with videos
- file downloads
- seen / clicked ads
- language settings

Also recorded:

- Your approximate location (region)
- your IP address (in shortened form)
- technical information about your browser and the end devices you use (e.g. language setting, screen resolution)
- your internet service provider

- the referrer URL (via which website/advertising medium you came to this website)

On our behalf, Google will use this information to evaluate your use of the website and to compile reports on website activity. The reports provided by Google Analytics serve to analyze the performance of our website and the success of our marketing campaigns.

Recipients of the data are/may be:

- Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland (as processor under Art. 28 DSGVO).
- Google LLC, 1600 Amphitheatre Parkway Mountain View, CA 94043, USA
- Alphabet Inc, 1600 Amphitheatre Parkway Mountain View, CA 94043, USA

It cannot be ruled out that US authorities may access the data stored by Google.

Insofar as data is processed outside the EU/EEA and there is no level of data protection corresponding to the European standard, we have concluded EU standard contractual clauses with the service provider to establish an appropriate level of data protection. The parent company of Google Ireland, Google LLC, is based in California, USA. A transfer of data to the USA and access by US authorities to the data stored by Google cannot be ruled out. The USA is currently considered a third country from a data protection perspective. You do not have the same rights there as within the EU/EEA. You may not be entitled to any legal remedies against access by authorities.

The data sent by us and linked to cookies are automatically deleted after 14 months. The deletion of data whose retention period has been reached occurs automatically once a month.

The legal basis for this data processing is your consent pursuant to Art.6 para.1 p.1 lit. a GDPR.

You can revoke your consent at any time with effect for the future by accessing the cookie settings and changing your selection there. The lawfulness of the processing carried out on the basis of the consent until the revocation remains unaffected.

You can also prevent the storage of cookies from the outset by setting your browser software accordingly. However, if you configure your browser to reject all cookies, this may result in a restriction of functionalities on this and other websites. In addition, you can prevent the collection of data generated by the cookie and related to your use of the website (including your IP address) to Google and the processing of this data by Google, by

- a. not giving your consent to the setting of the cookie or
- b. downloading and installing the browser add-on to disable Google Analytics [HERE](#) .

For more information on Google Analytics' terms of use and Google's privacy policy, please visit <https://marketingplatform.google.com/about/analytics/terms/us/> and at <https://policies.google.com/?hl=en> .

## **7. Social media management**

To measure the success of our social media activities, we also record when we are tagged on social media networks. In this context, we also process information about the people who tag us. The processing that takes place in this context is based on our legitimate interest in optimizing our social media activities.

## **8. 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.

## **9. 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.

## **10. 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.

## **11. 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.

## **12. Contact**

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

You can also contact our data protection officer. The contact details of our data protection officer are as follows:

Dr. Antje Johst  
c/o Rechtsanwälte Feil Kaltmeyer  
Kurfürstendamm 37  
10719 Berlin [kanzlei@antjejohst.com](mailto:kanzlei@antjejohst.com)

## Privacy Notice Tenants and Visitors

Version: February 2026

This Privacy Notice explains how the owners of The Center Potsdamer Platz 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 Center Potsdamer Platz (collectively, the “Lease Objects”). Data Controller for the processing of your personal data is the Oxford Properties Group GmbH, Kemperplatz 1, 10785 Berlin ([Privacy.Germany@oxfordproperties.com](mailto:Privacy.Germany@oxfordproperties.com)). 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 and if you sign-up for our newsletter:

- 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;
- Visitors to The Center

### 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 deliver our newsletter or other services requested by the data subject;
- 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 Tattersall Lorenz Immobilienmanagement GmbH and by RGM Facility Management GmbH 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 regarding 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. If you no longer wish to receive emails from us, you can withdraw your consent at any time without incurring any costs other than the transmission costs. Of course, you will also find an unsubscribe link in every newsletter.

## **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 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 is 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 have 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 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 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, marketing 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”), where

Personal data will only be transferred to countries outside the European Economic Area (EEA) where:

- an adequacy decision of the European Commission exists (Art. 45 GDPR), or
- appropriate safeguards pursuant to Art. 46 GDPR (e.g., EU Standard Contractual Clauses) have been implemented.

A copy of the safeguards can be requested at the contact details below.

#### **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 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).

You can also contact our data protection officer. The contact details of our data protection officer are as follows:

Dr. Antje Johst  
c/o Rechtsanwälte Feil Kaltmeyer Kurfürstendamm 37  
10719 Berlin [kanzlei@antjehohst.com](mailto:kanzlei@antjehohst.com)