

DATA PROTECTION INFORMATION AND PRIVACY POLICY

This data protection information informs you about the processing of your personal data by us, **Knight Frank GmbH & Co KG, Munich**, in accordance with the Basic Data Protection Ordinance (hereinafter "DS-GVO").

1. scope of application

This data protection information applies to a collection of your personal data by us on the occasion of your inquiry as tenant and/or our offer to you about

- Market and location consulting,
- Advice and assistance in renting office space,
- Advice on the renewal of leases or expansion,
- Optimization of existing leases (also during the fixed term),
- Consulting and support for user-specific project developments,
- Advice on subletting
- Management of other rental contract issues
- the provision of our services.

This data protection information applies to a collection of your personal data by us on the occasion of your inquiry as owner and/or our offer to you about

- early lease extensions,
- Development and implementation of letting strategies,
- Securing or increasing tenant satisfaction,
- Negotiation of new and existing leases,
- Analysis/monitoring of competitor properties,
- Rental contract management,
- Reporting,
- Space management,
- Cost optimization,
- Building / market / location analyses,
- Strength/weakness analyses / rent assessment,
- Development of marketing concepts and marketing strategies,
- Marketing / letting of space / buildings,
- Coordination of all necessary participants in the marketing phase,
- Advice on project developments,
- Support during rental contract negotiations,
- Coordination of all parties involved, including third-party brokers and other service providers,
- Strategy development to increase or stabilize value,
- Stock analysis.

This data protection information applies to a collection of your personal data by us on the occasion of your inquiry as an investor and/or our offer to you about

Buildings/market/location analyses,

- Strength/weakness analyses / rent assessment,
- Development of marketing concepts and marketing strategies,
- marketing / renting of space / buildings,
- Coordination of all necessary participants in the marketing phase,

Consulting for project developments,
Accompaniment of lease negotiations,

- Coordination of all parties involved, including third-party brokers and other service providers,
- Strategy development to increase or stabilize value, Inventory analysis.

2. The body responsible for processing your personal data

Responsible for the processing of your personal data:

Knight Frank GmbH & Co KG
represented by KF General Partner GmbH,
represented by their managing directors
Stephen Pratt, Helmut Schüchl, Daniel Czibulas,
Dieter Mendl
Prinzregentenstr. 22
80538 Munich, Germany
Phone: 089 839312-0
Fax: +49 89 839312-199

3. Contact details of the data protection officer

Please direct any questions regarding data protection:

Knight Frank GmbH & Co KG
data protection officer
Prinzregentenstr. 22,
80538 Munich
Email: datenschutz.muenchen@knightfrank.com
Phone: 089 839312-144

4. definitions

This data protection information is based on the following data protection terms, which we have defined for easier understanding:

The DS_GMO is the EU's basic data protection regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data, on the free movement of such data and repealing Directive 95/46/EC).

Recipient is a natural or legal person, authority, institution or other body to which personal data is disclosed, regardless of whether it is a third party or not. However, authorities which may receive personal data under European Union law or the law of the Member States under a particular investigation mandate shall not be considered recipients; the processing of such data by the said authorities shall be carried out in accordance with the applicable data protection rules in accordance with the purposes of the processing. Recipients of your personal data may be service providers that we make use of for our services.

Personal data is all information relating to an identified or identifiable natural person. In the language of the DS_GMO,

this is also referred to as the "affected person". Identifiable is a natural person who can be identified directly or indirectly, in particular by assignment to an identifier such as a name, an identification number, location data, an online identifier or one or more special characteristics that express the physical, physiological, genetic, psychological, economic, cultural or social identity of that natural person. Personal data can be for example name, contact data, photos, bank data.

Responsible body is the natural or legal person, authority, institution or other body that alone or together with others decides on the purposes and means of processing personal data. Where the purposes and means of such processing are laid down by European Union law or by the law of the Member States, the controller or the specific criteria for his appointment may be laid down in accordance with Union law or the law of the Member States. Knight Frank GmbH & Co KG, Munich is responsible for the data processing described in this data protection declaration (see No. 2 above).

Processing means any operation carried out with or without the aid of automated procedures or any such series of operations relating to personal data such as the collection, collection, organisation, arrangement, storage, adaptation or alteration, reading, retrieval, use, disclosure by transmission, dissemination or any other form of provision, comparison or linking, restriction, deletion or destruction.

5. Which data do we collect from you?

For your advice in connection with your interest in our services (see 1. above) and for the execution of an existing contract between us, we require and collect data from you:

Personal identification information: First and last name, address, date of birth, email address, telephone numbers, position & position in the company.

6. Purposes and legal basis for processing your personal data

We need your data in order to be able to offer you our services and/or to execute a contract concluded with you. We will use your personal identification details (see No. 5 above).

The legal basis for data collection is the performance of the contractual relationship with you on the basis of Art. 6 para. 1 sentence 1 lit. b) DS-GMO or our legitimate interest in offering you our services and improving our products on the basis of Art. 6 para. 1 sentence 1 lit. f) DS-GMO.

Dunning, collection and enforcement and defence of legal claims

In the case of outstanding receivables from us, we will notify you by e-mail, SMS, post or telephone and, if necessary, send you a reminder. If and to the extent that payment is not made by you as a result, we will initiate collection proceedings against you.

The collection procedure is carried out by a lawyer appointed by us. As far as this is necessary for the execution of the collection procedure, this carries out address investigations and accesses public registers in order to locate you as debtor.

We process your personal data for the purpose of contract execution and processing with you on the basis of Art. 6

Para. 1 S. 1 lit. b) DS-GMO and on the basis of our legitimate interests to prevent misuse of our services and to enforce our legal claims, including collection, on the basis of Art. 6 Para. 1 S. 1 lit. f) DS-GVO.

In the context of a legal dispute with you, we process your personal data to enforce and/or defend our rights. If and insofar as this is necessary for the implementation of the legal dispute, we also make use of data from other sources (e.g. public registers). We process your personal data on the basis of a legal obligation on the basis of Art. 6 Para. 1 S. 1 lit. c) DS-GMO and on the basis of our legitimate interest in representing, enforcing and / or defending our legal interests, on the basis of Art. 6 Para. 1 S. 1 lit. f) DS-GVO.

Preparation of analyses

On the basis of your data, which we process within the meaning of point 5 of this data protection information, we may prepare analyses. These serve as the basis for business decisions in order to improve our products and services, to adapt them to the needs of our customers and to carry out marketing measures.

We process your personal data on the basis of our legitimate interest in improving our offer and carrying out marketing measures on the basis of Art. 6 Par. 1 S. 1 lit. f) DS-GMO. The analyses created on this basis no longer contain any personal references, so that it is no longer possible to draw any conclusions about your person.

7. Storage and deletion of your personal data

We will keep your personal data for as long and as far as necessary for the purposes stated in this data protection declaration (see number 6. above).

As soon as the data is no longer required for the purposes stated in section 6. of this data protection information, we will also store your personal data for the period during which you can assert claims against us or we against you (statutory limitation period, usually three years, beginning at the end of the year in which the claim arises).

Furthermore, we store your personal data for as long as and insofar as we are legally obliged to do so. Corresponding duties of proof and storage result among other things from the commercial law, the tax code and the money laundering law. The obligation to keep data for up to ten years, starting at the end of the calendar year in which the transaction concerned ends (for example, the end of the contract with you).

8. Categories of recipients of personal data

For the execution of the existing contract between us, we pass on your data to owners, tenants and/or other brokers, if applicable, on the basis of Art. 6 Par. 1 S. 1 lit. b) DS-GMO.

When providing, implementing and managing our services (see number 1. above) and services, we transfer your personal data to external IT service providers who provide the platforms, databases and tools for our products and services on the basis of the conclusion of order processing contracts in accordance with Art. 28 DS-GVO. The transmission is based on our legitimate interest in carrying out internal administrative activities efficiently and on the division of labour and in improving our products and services, on the basis of Art. 6 Para. 1 S. 1 lit. f) DS-GMO.

For the processing of payments and, if applicable, refunds, we transmit your personal data to banks, payment service providers, financial service providers and credit card companies according to the chosen payment method on the basis of Art. 6 Para. 1 S. 1 lit. b) DS-GMO.

If they do not meet their payment obligations, we will initiate collection proceedings against them. For the execution of the collection procedure we transmit your personal data to a lawyer, who carries out the procedure for us. The transmission takes place for the purpose of contract execution with you on the basis of Art. 6 Par. 1 S. 1 lit. b) DS-GMO.

In the event of any legal disputes, we will forward your data to the competent court and, if you and we have appointed a lawyer, to the court in order to carry out the legal dispute. We process your personal data on the basis of a legal obligation on the basis of Art. 6 Para. 1 S. 1 lit. c) DS-GMO and on the basis of our legitimate interest in safeguarding, enforcing and/or defending our legal interests, on the basis of Art. 6 Para. 1 S. 1 lit. f) DS-GVO.

Beyond that we transmit your personal data only and in so far a legal obligation exists on our part to the passing on. The transmission takes place on the basis of Art. 6 para. 1 sentence 1 lit. c) DS-GMO.

9. Your right of objection if we have legitimate interests in data processing

If we have not entered into an agreement with you, we process your personal identification data on the basis of our legitimate interests in an effective submission of an offer and your visiting hours and turnover data in order to carry out internal administration efficiently and on a division of labour basis.

If we process your personal data on the basis of these legitimate interests (Art. 6 Par. 1 S. 1 lit. f) DS-GMO), you can object to the data processing at any time for reasons arising from your particular situation. Please send your request:

Knight Frank GmbH & Co KG
data protection officer
Prinzregentenstr. 22,
80538 Munich
Email: datenschutz.muenchen@knightfrank.com
Phone: 089 839312-144

If you object to the data processing, we process your personal data collected in this context to answer your inquiry. Your personal data will be processed in order to fulfil a legal obligation on the basis of Art. 6 para. 1 sentence 1 lit. c) DS-GMO.

In the event of an objection, we will no longer process your personal data, unless we can prove compelling reasons worthy of protection for the processing of this data, which outweigh your interests, rights and freedoms or your personal data serve to assert, exercise or defend legal claims.

10. Your other rights

You may at any time, in accordance with the DS-GMO, request that we

- provide you with information about the personal data concerning you that we process (Art. 15 DS-GMO),

- correct any personal data concerning you that is inaccurate (Art. 16 DS-GMO) and/or
- delete (Art. 17 DS GMO), block (Art. 18 DS GMO) and/or release (Art. 20 DS GMO) your personal data stored by us.

Please send your request

Knight Frank GmbH & Co KG
data protection officer
Prinzregentenstr. 22,
80538 Munich
Email: datenschutz.muenchen@knightfrank.com
Phone: 089 839312-144

If you assert your rights against us, we process your personal data collected in this context to answer your inquiry. Your personal data will be processed in order to fulfil a legal obligation on the basis of Art. 6 para. 1 sentence 1 lit. c) DS-GMO.

Without prejudice to your rights, you may complain to a data protection supervisory authority if you believe that our processing of personal data concerning you is contrary to the DS GMO (Art. 77 DS GMO).