

PRIVACY NOTICE ON THE PROCESSING OF PERSONAL DATA AND YOUR RIGHTS

In view of the fact, that you or a third party provided us, as a contractual party specified in the agreement (including other relevant legal acts as for example power of attorney) or as an addressee specified in the mail (hereinafter referred to as the “**HB Reavis**” or “**we**”), with your personal data, we would like to inform you about the processing of your personal data and of your rights related to the said processing.

HB Reavis is part of the HB Reavis Group, which consists of all entities consolidated under the group holding HB Reavis Holding S.A. with its headquarters in Luxembourg (hereinafter referred to as the “**HB Reavis Group**”) due to which the reference to HB Reavis Group may be found in the Privacy Notice.

What are our purpose and legitimate interests for the processing of your personal data?

1. We process your personal data to ensure that our contractual obligations arising from the contract with you or a third party, of which you are in the position of a contact person or a signatory on behalf of the contractual party, are effectively fulfilled and also to be compliant with legal obligations under local law. Since we conducted the contract with your or the third party, we need to process your personal data to ensure effective, flawless and clear communication as well as to ensure fulfillment of our contractual obligations and legal obligations (tax and accounting) towards you or the third party. This processing also applies to other legal acts than contracts as for example power of attorney.
2. We process your personal data for the purpose of incoming and outgoing mail evidence.

What is our legal basis for the processing of your personal data?

1. We process your personal data on the basis of legitimate interests under Article 6 (1) (f) of UK GDPR. When we handle the tax and accounting matters or we are obliged to conclude an agreement under the applicable law (e.g. Management of Rights of Light/Party Wall Agreements in the United Kingdom), we process your personal data on the basis of a legal obligation under Article 6 (1) (c) of UK GDPR. If you or the third party fail to provide us with your personal data, we cannot fulfill our legal obligations.
2. We process your personal data on the basis of legitimate interests under Article 6 (1) (f) of UK GDPR.

What kind of personal data do we process?

1. Title, name, surname, position, department, personal and employee number, business area, place of work, signature, e-mail, phone and fax number and identification information of your employer (incl. identification information of the entity on which behalf you act).
2. Name, surname, address, telephone number and e-mail.

How long do we store your personal data?

Once we no longer need your personal data for the purposes for which we processed it, we will delete your personal data or archive it for the period of time specified by law or the archiving plan.

With whom do we share your personal data?

We may provide your personal data to the various entities acting as our processors, joint controllers or separate controllers. We may also provide your personal data to our business partners who provide us with:

- Consultancy services
- Auditing services
- Legal services
- Accounting services

Furthermore, we may share your personal data within the companies in HB Reavis Group. We also may be obliged to provide your personal data to public authorities, in particular courts and law enforcement agencies (police and prosecutors) only to the extent necessary and within the limits of the law.

From whom do we get the personal data?

We get personal data from you or the third party we have entered into a contract with (or other relevant legal act) or that stated your personal data in the mail.

Do we use automated individual decision-making?

No, we do not use automated individual decision-making.

Do we transfer your personal data to third countries?

Your personal data are processed within the territory of the United Kingdom and within the states of the European Union (which fall under the UK adequacy regulations). Your personal data can be processed by a country outside of the United Kingdom if this third country has been confirmed by the ICO as a country with adequate level of data protection or if other appropriate data protection safeguards exist (for example, binding corporate privacy rules or Standard contractual clauses, approved code of conduct).

What are your rights?

Your rights as a data subject are stated below. Please note that the exact conditions to exercise these rights are set out in detail in Chapter III of UK GDPR, while in a particular circumstance not all rights may be exercised. You have the following rights:

- Access to personal data we process about you
- Rectification of incorrect or inaccurate personal data and add incomplete personal data
- Restriction, i.e. blocking of processing of your personal data
- The deletion of personal data in case the purpose absence or unauthorized data processing
- Submission of an objection to the processing of personal data if you believe that our data processing is not justified
- Be excluded from automated decision-making
- Listing of personal data in a structured and machine-readable format or for another controller
- Revocation of consent to the processing of personal data
- To lodge a complaint with the supervisory authority

How can you exercise your rights?

HB Reavis

Electronically: dataprivacy@hbreavis.com

In writing to the address: specified in the agreement or in the mail

We strive to protect your privacy as much as possible and therefore we process your personal data in compliance with GDPR and all other relevant laws. However, if you disagree with the way we handle your personal data, you can exercise your rights via our Data Protection Officer at:

Data Protection Officer's contact: Mlynské nivy 5, 821 09 Bratislava, Slovak Republic, email: dataprivacy@hbreavis.com.

Or you can file a complaint in supervising authority regarding the processing of your personal data. Your local supervisory authority may be found at: <https://ico.org.uk/>