

Data protection regulations at ASCAR FM GmbH.

Data protection information

We would like to give you some information about how we process your personal data. The party responsible for data processing is ASCAR FM GmbH, Weserstr.15, 10247 Berlin. You can contact us by phone on 030/29490320 or by email at contact@ascar-fm.de.

We have summarised the most important aspects of typical data processing for you, sorted by special groups of people. For certain kinds of data processing, which only apply to specific groups, the information obligations are met separately.

1. Visitors to our website
2. Prospective tenants
3. Tenants
4. Applicants for employment
5. Contractors / Service providers, business partners and their employees
6. General information and rights of the affected person

1. Visitors to our website

1.1 Server log data

Our webserver processes a range of data for every enquiry, which your browser transfers to our webserver automatically. This includes the IP address currently assigned to your device, the date and time of the enquiry, the time zone, the actual page or file opened, the http status code and the amount of data transferred, as well as the website where your enquiry originated, the browser used, your device's operating system and the language set. The webserver uses this data to show the content of this website in the best possible way on your device.

1.2 Google Analytics web analysis tool

This website uses Google Analytics, a web analytics service provided by Google Inc. ("Google"). Google Analytics uses "cookies", which are text files that are stored on your computer that facilitate an analysis of how you use the website. The information generated by the cookie on how you use this website is usually transferred to a Google server in the USA and stored there. IP anonymization is activated on this website, meaning that Google will first truncate the user's IP address within the European Union, or in other treaty states of the European Economic Area. Only in exceptional cases will the full IP address be transferred to a Google server in the USA and abbreviated there.

Google uses this information, in accordance with Art. 28 GDPR, to evaluate your use of the website, compile reports regarding website activity and to provide other services to the website operator related to website usage and internet usage. The IP address transmitted by your browser as part of Google Analytics is not merged with any other data held by Google.

You can prevent the storage of cookies by changing the settings in your browser software accordingly. You can prevent Google from collecting the data on your use of the website (including your IP address) generated by the cookie, and also prevent the processing of this data by Google by downloading and installing the available

browser plugin. Alternatively, you can set an opt-out cookie, which will prevent your data from being recorded during a visit to this website in the future.

1.3 Purpose of data processing is the representation of the corporate group on the internet, and communication with applicants, prospects, tenants and business partners. The purpose of the evaluating user behaviour on the website is the appropriate design of the website.

1.4 The legal basis for processing during use of the website is Article 6 Para. 1 letter b) GDPR (Contract of use for the website). The legal basis for the analysis of usage behaviour is Article 6 Para 1 letter f) GDPR (legitimate interest, namely the appropriate design of the website)

1.5 Log and communication data are not passed on to any third party without existence of special circumstances. Where a criminal act is suspected, or in the event of preliminary proceedings, data may be transferred to the police and state prosecutors. We engage service providers as part of processing contracts to deliver services, in particular provision, service and maintenance of IT systems.

1.6 IP addresses will be anonymised after 24 hours at the latest. Pseudonymous usage data will be deleted after expiry of six months in each case. Communication content will be deleted after six calendar years.

1.7 It is not possible to use the website without indicating personal data such as IP address. It is not possible to communicate via the website without supplying data. It is also possible to use the website if permission for pseudonymous usage analysis is revoked.

2. Prospective tenants

3.1 We process your data in order to propose appropriate properties and to conclude rental contracts. We carry out a credit worthiness check immediately before concluding the rental contract. There is no plan to change these purposes.

3.2 The legal basis for processing is Article 6 Para. 1 letter b) GDPR (pre-contractual measures for a rental contract). The credit worthiness check is carried out based on Article 6 Para 1 letter f) GDPR (legitimate interest, namely checking the credit-worthiness of contractual partners).

3.3 In the event of a credit-worthiness query, Schufa Holding AG will receive identification data relating to you (name, date of birth and address). Furthermore, we engage service providers as part of processing contracts to deliver services, in particular provision, service and maintenance of IT systems.

3.4 Application data is deleted automatically six months after the last activity or rental of the property.

3.5 Provision of data is both legally and contractually obligatory for prospective clients. It is not possible to make any proposals or justify a rental relationship without provision of the data.

3.6 We receive credit-worthiness information from Schufa Holding AG.

3. Tenants

2.1 We process your data in order to implement the rental relationship, and also for administration, ongoing maintenance, repair and development of the properties. This can also include quality control of services supplied by tradespeople. There is no plan to change these purposes.

2.2 The legal basis for processing is Article 6 Para 1 letter b) GDPR (rental contract) and Article 6 Para 1 letter c) GDPR (legal obligations). In the event of the examination, assertion or rejection of claims, the legal basis is Article 6 Para 1 letter f) GDPR (legitimate interests, namely assertion of claims or defence against claims). With

regard to internal quality assurance, the legal basis is Article 6 Para 1 letter f) GDPR (legitimate interest, namely quality assurance of processes).

2.3 Recipients of the data may include banks for processing of payments. Authorities and officials may receive the data in their official capacity, where we are obliged or entitled to transfer the data. Furthermore, in individual cases, data may be transferred to debt-collectors, lawyers or courts. Where a criminal act is suspected, or in the event of preliminary proceedings, data may be transferred to the police and state prosecutors. Furthermore, we engage service providers as part of processing contracts to deliver services, in particular provision, service and maintenance of IT systems, as well as reading meter status for calculation of ancillary costs.

2.4 All contract and booking relevant data is stored in accordance with tax and commercial law storage periods for a period of ten calendar years after the end of the contract. Legal titles are stored for 30 calendar years, unless the claim is settled prior to this.

2.5 Provision of data is both legally and contractually obligatory for tenants. It is not possible to justify and execute a rental relationship without provision of the data.

4. Applicants for employment

4.1 The purpose of the data processing is selection of applicants for an employment relationship. There is no plan to change these purposes.

4.2 The legal basis is § 26 BDSG (2017) in conjunction with Article 6 Para 1 letter b) (Initiation of an employment contract) and Article 88 GDPR. We process voluntary indications as part of your application based on § 26 BDSG (2017) in conjunction with Article 6 Para 1 letter a) (Consent) and article 88 GDPR. Where you are interested in information about other positions, the legal basis is § 26 BDSG (2017) in conjunction with Article 6 Para 1 letter a) (Consent) and article 88 GDPR.

4.3 Application data is forwarded to the relevant, decision-making employees internally. Furthermore, we engage service providers as part of processing contracts to deliver services, in particular provision, service and maintenance of IT systems.

4.4 The data is deleted six months after the end of the application process. You may also apply to have your data deleted before expiry of the stated deadline.

4.5 Provision of personal data is required for inspection of the application and possibly a subsequent conclusion of an employment contract. An application cannot be considered without provision of personal data. However, the application can be made without giving the information identified as voluntary.

5. Contractors / Service providers, business partners and their employees

5.1 The purpose of the processing is the preparation and execution of a contractual relationship or other communication.

5.2 The legal basis for processing with regard to contracts for natural persons is Article 6 Para 1 letter b) GDPR (Contract or initiation of a contract), for contracts with legal persons it is Article 6 Para 1 letter f) GDPR (legitimate interest, namely communication with contract-relevant contacts) and also Article 6 Para 1 letter c)

GDPR (legal obligations, in particular tax and commercial law directives). With regard to pure communication, the legal basis is Article 6 Para 1 letter f) GDPR (legitimate interest, namely documentation of communication processes).

5.3 Contact and contract data may be transferred to other service providers and business partners as well as officials and authorities, where this is required for execution of a contract or an order. Furthermore, we engage service providers as part of processing contracts to deliver services, in particular provision, service and maintenance of IT systems.

5.4 Data from contractual partners and service providers is deleted 10 calendar years after the end of a contract or order.

5.5 Processing contact data with regard to service providers and business partners is required to process the contract or order. If the data is not supplied, communication may be considerably disrupted.

6. General information and rights of the affected person

6.1 Data is not transferred to third-party countries.

6.2 We do not use any processes for automated individual decision-making.

6.3 You have the right to request information relating to all your personal data we have processed at any time.

6.4 If your personal data is incorrect or incomplete, you are entitled to a correction or completion.

6.5 At any time, you may ask for your personal data to be deleted, where we are not legally obliged or entitled to further processing of your data.

6.6 Where the legal conditions exist, you may request the restriction of processing of your personal data:

6.7 You have the right to object to the processing, where the data processing is for purposes of direct marketing or profiling. If the processing is carried out due to a balancing of interests, you may veto the processing by indicating reasons arising from your particular situation.

6.8 If the data processing is carried out based on your consent, or as part of a contract, you are entitled to a delivery of the data you have supplied, where this does not impinge on the rights and liberties of other persons.

6.9 Where we process your data based on consent you have given, you have the right to withdraw this consent at any time with effect in the future. The processing carried out before the withdrawal is unaffected by this withdrawal.

6,10 In addition, you have the right to lodge a complaint with a data protection authority if you believe that data processing is in breach of applicable legislation.

Status 23rd May 2018