

Pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation; hereinafter referred to as the "GDPR"), the above personal data controllers provide information on:

- Name and contact details of the controller and the controller's representative [Article 30(1)(a) GDPR]:

**SCF Property Services, a.s.**

Company ID No.: 08771022

File reference: B 24974 maintained by the Municipal Court in Prague

Registered office: Jankovcova 1566/2b, Holesovice, 170 00 Prague 7

- Identification of the relevant personal data processing operations, including the purpose and list of personal data processed [Article 30(1)(b) and (c) GDPR]:
  - Lease of property  
Purpose of processing: conclusion and performance of the lease agreement, communication with tenants, administration of rent and service payments, tenant records and documentation, protection of property  
Data subjects and personal data: tenants, first name and surname, date of birth, position, authority to act, address, email, telephone, payment details, data specified in the agreement, or other data necessary for the conclusion of the agreement.
  - Development (real estate projects, construction)  
Purpose of processing: preparation and implementation of development projects, negotiations with owners of land and real estate, entering into agreements (purchase agreement, agreements to enter into future agreements, etc.), marketing and sale of real estate, compliance with legal obligations, protection of rights and legal claims.  
Data subjects and personal data: first name, surname, date of birth, address, email, telephone, data in agreements, payment details, data concerning real estate, marketing data.
- Sources from which personal data are obtained [Article 30(1)(c) GDPR]:
  - All categories: data subjects, registers, administrative authorities, public registers, publicly available information (e.g. the Internet)
- Categories of recipients to whom personal data have been or will be disclosed, including recipients in third countries or international organizations:
  - All categories: real estate brokers/intermediaries, legal and tax advisors, notaries, experts, IT company, public administration bodies, energy suppliers and suppliers of other utilities, administrators of energy and other networks.
- Within what time period and how personal data are erased [Article 30(1)(f) GDPR]:
  - Lease of property

For the duration of the lease relationship, in accordance with legal, regulatory, tax or accounting requirements, for the period necessary to protect the rights of the controller

- Development (real estate projects, construction)  
For the duration of the contractual relationship, in accordance with legal, regulatory, tax or accounting requirements, for the duration of limitation periods
- Is the prescribed information provided to entitled data subjects, in particular regarding the scope and purpose of processing, the method of processing personal data, and to whom personal data may be disclosed?

Yes, this information is available on the controller's website, in employment contracts and in responses to data subjects' requests.

The data subject also has the right:

- (i) to access personal data,
- (ii) to rectification of personal data,
- (iii) to erasure of personal data,
- (iv) to restriction of processing of personal data,
- (v) to data portability,
- (vi) to object to processing,
- (vii) to lodge a complaint with the Office for Personal Data Protection.