

Fulfillment of the information obligations resulting from Art. 13 and 14 DSGVO when initiating or concluding contracts with Black Label Property Management GmbH

Information on data processing

1. Name and contact details of the data processing

Responsible for the processing of data is:

Black Label Property Management GmbH

Reichsstrasse 12

14052 Berlin

E-mail: info@blp-management.com

Website: blp-management.com

Tel: +49 30 - 318 06 594

Management:

Mr. Ioannis Tzakris

Mr. Achim Amann

The legal requirements for the appointment of a data protection officer are not met.

2. Collection and storage of personal data as well as type and purpose and their use

When you conclude a contract with us and/or send an inquiry about a property and/or request or receive general information from us, we process the following personal data:

- Title, title, first name, last name,
- A valid e-mail address,
- Address,
- Telephone number (landline and/or mobile)
- In the course of processing real estate inquiries, rental agreements, purchase agreements for real estate, the management and valuation of real estate and the other real estate-related services that we provide for you, further personal data may be requested from you. This is, for example, often data on marital status, number of children, date of birth, age, occupation, company data if applicable, employer data, account data if applicable, tenant account data, data from salary statements, proof of capital for real estate financing, social security data, tax ID, information on Real estate ownership, land register data, information on the insurance of a property, identity card data, information from registration certificates or rental debt-free certificates, information from energy performance certificates, number of persons living in the household,

information on pets, information from credit agencies or from a Schufa report, Information from debtors' lists and information on enforcement proceedings and eviction titles, billing data for ancillary costs, consumption data, property values, information from declarations of partition and purchase agreements as well as loan agreements, information in connection with the structural equipment of the apartment as barrier-free or wheelchair-accessible, as well as in the case of properties/apartments with fulfillment of certain care standards and related health information, photos of properties and interior photos of apartments and houses, other photos.

The collection of this data takes place,

- in order to be able to carry out the contract concluded with us in a targeted manner
- to be able to process the inquiry you have sent us as part of a pre-contractual measure
- to correspond with you;
- if necessary, for invoicing purposes;
- if necessary, to send you offers, information and invitations, provided that your consent to the processing includes this or you have requested this from us.

The data processing is carried out in response to your request and is necessary according to Art. 6 para. 1 p. 1 lit. b DSGVO for the aforementioned purposes for the appropriate processing of the contract and/or your request and for the mutual fulfillment of obligations arising from the contract.

The personal data collected by us for the execution of the contract and/or your inquiry will be stored until the expiry of the statutory retention obligation for real estate companies (including § 14 MaBV - 5 years from the end of the calendar year in which the contractual relationship was terminated) and then deleted, unless we are required by Article 6 para. 1 S. 1 lit. c DSGVO due to tax and commercial law retention and documentation obligations (from HGB, StGB or AO) to a longer storage or you have consented to a storage beyond that according to Art. 6 para. 1 S. 1 lit. a DSGVO.

The data will be processed by us and also transferred to third parties for the purpose of data backup, whereby this transfer may also take place to a third country, including the USA. The data will be transferred to a content management system or other software as well as to a cloud service and processed there.

Your personal data may have been transferred to us by way of direct collection by us (Art 13 DSGVO) or by a third party (Art 14 DSGVO). The transmission by third parties usually takes place through real estate portals or other internet providers who send us your contact data via the contact forms used there.

3. Transfer of data to third parties

A transfer of your personal data to third parties for purposes other than those listed below does not take place.

As far as this is necessary according to Art. 6 para. 1 p. 1 lit. b DSGVO for the processing of the existing contract and/or your request or your consent according to lit. a) of the same provision with you or is possible from the purpose of the address according to lit. f) of the same provision, your personal data will be passed on to third parties. This also includes the disclosure to our affiliated company, Black Label Property Management GmbH, when it comes to information that also concerns properties managed by them, owners or interested parties. Furthermore, this includes in particular the disclosure to owners, co-owners, landlords, tenants, administrators, real estate agents, experts, financial advisors, craftsmen, architects, construction supervisors, measurement service providers, interpreters, banks, lawyers, notaries, tax advisors, if applicable to Datev and external accounting providers, energy advisors, if applicable, courts, job centers and other public authorities for the purpose of correspondence as well as to obtain information about a property or in the existing contractual relationship thereto; in exceptional cases also to executors, guardians, insolvency administrators, credit agencies. A transfer or access to your data may also be made to our marketing agency and newsletter service provider as well as our IT in the context of system maintenance. The data passed on may be used by the third party exclusively for the purposes stated.

4. Your rights

You have the right:

- pursuant to Art. 7 (3) DSGVO, to revoke your consent once given to us at any time. This has the consequence that we may no longer continue the data processing based on this consent for the future;
- to request information about your personal data processed by us in accordance with Art. 15 DSGVO. In particular, you may request information about the processing purposes, the category of personal data, the categories of recipients to whom your data have been or will be disclosed, the planned storage period, the existence of a right to rectification, erasure, restriction of processing or objection, the existence of a right of complaint, the origin of your data if it has not been collected by us, and the existence of automated decision-making, including profiling, and, if applicable, meaningful information about its details;
- pursuant to Art. 16 DSGVO, to request the correction of incorrect or incomplete personal data stored by us without undue delay;
- pursuant to Art. 17 DSGVO, to request the erasure of your personal data stored by us, unless the processing is necessary for the exercise of the right to freedom of expression and information, for compliance with a legal obligation, for

reasons of public interest or for the assertion, exercise or defense of legal claims;

- in accordance to Art. 18 DSGVO to request the restriction of the processing of your personal data, insofar as the accuracy of the data is disputed by you, the processing is unlawful, but you object to its erasure and we no longer require the data, but you need it for the assertion, exercise or defense of legal claims or you have objected to the processing in accordance with Art. 21 DSGVO;
- pursuant to Art. 20 DSGVO, to receive your personal data that you have provided to us in a structured, common and machine-readable format or to request the transfer to another controller; and
- complain to a supervisory authority in accordance with Art. 77 DSGVO. As a rule, you can contact the supervisory authority of your usual place of residence or workplace or our company headquarters for this purpose.

5. Your right to object

Insofar your personal data is processed on the basis of legitimate interests pursuant to Art. 6 (1) p. 1 lit. f DSGVO, you have the right to object to the processing of your personal data pursuant to Art. 21 DSGVO, insofar there are grounds for doing so that arise from your particular situation.

If you wish to exercise your right to object, simply send an e-mail to info@blp-management.com