

## Information on the processing of personal data obtained through the web form

according to the Regulation of the European Parliament and the Council (EU) 2016/679 on the protection of natural persons in the processing of personal data and on the free movement of such data (hereinafter referred to as the "GDPR regulation") and Act no. 18/2018 Coll. on the protection of personal data and on the amendment of certain laws (hereinafter referred to as the "Law on Personal Data").

The aim of this information is to provide you with information about what personal data we process, how we treat it, for what purposes we use it, to whom we can provide it, where you can obtain information about your personal data and exercise your rights in the processing of personal data.

**Complete information is available upon request at the contact address below.**

### Identification and contact data

The controller processing your personal data is the company CBRE s.r.o., seated at Staromestská 3, 811 03 Bratislava, company ID number: 35819804, e-mail: sk.gdpr@cbre.com (hereinafter referred to as the "controller").

In case of ambiguities, questions regarding the processing of your personal data, suggestions, or complaints, if you believe that we process your personal data illegally or unfairly, or in case of exercising any of your rights, you can contact us at any time by sending an email to: sk.gdpr@cbre.com or in writing to the controller's address.

Contact details of the Data Protection Officer: Ing. Martin Pilka, MBA, e-mail: dpo2@proenergy.sk.

### Basic overview of processing activities

We may process your personal data as part of the following processing activities (IS):

Name and description of the processing activity - purpose and legal basis, other important facts	Categories of data subjects	Categories of personal data	Deadline for erasure	Category of recipients (external)
<b>Web form</b> - we can process your personal data for the purpose of processing electronic correspondence received through the web contact form. The legal basis is contractual, pre-contractual relations with the person concerned, the legitimate interest of the controller and the fulfillment of a legal obligation.	natural persons - senders of electronic correspondence via a web form.	• personal data - identification and contact details, e.g. title, first name, last name, e-mail address, telephone number, details of the request (location, size, price and other criteria describing the interest in the premises).	Keeping correspondence for 5 years.	(1) institutions, organizations, contractual partners, or other parties whose access is permitted by a special legal regulation and/or the exercise of public authority (Article 6 paragraph 1 letter c) and e) of the GDPR regulation), (1e) other authorized entity.
<b>Evidence of business partners</b> - we can process your identification and contact data if you are our business partner (or a contact person designated by him), and we need this data within the framework of fulfilling our business relationships. The legal basis is legitimate interest.	business partners of the controller and employees of the business partners	• personal data (ordinary - identification and contact data in the scope of a business card).	duration of the contractual relationship/cooperation and 1 year after its termination.	(1) another authorized entity.
<b>Legal agenda</b> - we may process your personal data in order to prove, exercise or defend the legal claims of the controller or a third party in	natural persons of the controller and processor,	• personal data (especially identification, contact, economic/property and	10 years from the legal end of court	(1a,5) courts, (1b,5) executors,

Name and description of the processing activity - purpose and legal basis, other important facts	Categories of data subjects	Categories of personal data	Deadline for erasure	Category of recipients (external)
the context of lawsuits, executions (judicial debt collection), extrajudicial debt collection based on a legal obligation and/or within the scope of the legitimate interest.	authorized persons of the controller and processor, other natural persons in the position of participants in the proceedings	other personal data found or provided during the duration of legal disputes, executions). The sensitivity of the data is determined by the subject of a lawsuit, enforcement (for example, data may be processed related to the recognition of guilt for criminal acts and misdemeanors)	proceedings, execution proceedings, extrajudicial recovery	(1c,5) law enforcement authorities, (1d,5) Slovak trade inspection, (1e) other authorized entity
<b>Whistleblowing</b> – we can process your personal data if you have non-anonymously submitted a notification about possible whistleblowing activity, or if you are the subject of, or a participant in, an investigation into possible whistleblowing activity according to a special legal regulation.	natural persons who submitted a notification of whistleblowing activity or a request for protection upon notification of serious whistleblowing activity (or persons close to them for whom protection is requested) and natural persons who are investigated on the basis of the notification	• personal data - mentioned in the whistleblowing notification and the data necessary for its review (in particular, common identification personal data about the notifier, persons involved in the violation, details of the whistleblowing notification (may contain data of varying sensitivity)	3 years (from the date of delivery of the notification)	(1) Whistleblower Protection Office, participants in proceedings, other competent administrative authority, Slovak police force, Slovak prosecutor's office, Slovak courts, other authorized entity
<b>Marketing</b> - We may process your personal data for the purpose of sending information about our products, services, news and promotions. The legal basis is the legitimate interest of the controller.	business partners of the controller and employees of the business partner, clients and potential clients of the controller.	• personal data - identification and contact details, e.g. title, first name, last name, e-mail address, telephone number, details of the request (location, size, price and other criteria describing the interest in the premises).	5 years (from the last request of the person concerned).	(1) other authorized entity
<b>Technical and organizational measures</b> - we can process records with your personal data, as part of the implementation of technical and organizational measures taken by the controller to ensure an adequate level of security, compliance with the requirements of the GDPR and prevention, or elimination of adverse consequences for the affected persons and the controller. It can be e.g. o records of employee training, confidentiality of persons who come into contact with personal data, records of your consent to the processing of personal data, records related to the processing of your requests for the exercise of rights, records related to the resolution of security incidents and violations of personal data protection, records from control activities, audits that you were a part of, records on allocation/removal of assets, access rights, records related to the use of allocated assets, etc. The processing is in the legitimate interest of the controller and at the same time an obligation arising from the GDPR regulation. The records can be used to infer responsibility	employees, the data protection officer, applicants for the exercise of rights, persons towards whom the controller fulfills obligations arising from the GDPR regulation, persons involved in or resolved within the framework of a security incident, processors, other external entities (such as if persons were invited to the resolved issue - consultants, auditors, lawyers,) employees of bodies on the basis of special legal	• personal data (ordinary - identification, contact data, which, however, may be supplemented with other necessary data of a different nature, depending on the nature of the matter - e.g. login data, data related to the behavior of the user/perpetrator (e.g. logs of logins, logouts, activities), data necessary to verify the identity of the person who requested the exercise of the right, data resulting from violations of internal regulations (e.g. circumvention of security settings, etc.), etc.	According to the chapter "keeping records, archiving" of the Personal Data Protection Policy and the Personal Data Security Policy (most records are kept for 3 years or less, records on deletion or containing contracts for 5 years, some records are permanent - e.g. related to the resolution of security incidents, impact assessment,	(1a,5) Data Protection Officer, the Office for Personal Data Protection of the Slovak Republic, (1b,5) Police, Prosecutor's Office of the Slovak Republic, courts of the Slovak Republic, (1c) other authorized entity

Name and description of the processing activity - purpose and legal basis, other important facts	Categories of data subjects	Categories of personal data	Deadline for erasure	Category of recipients (external)
towards you and as evidence to prove, exercise or defend the legal claims of the controller or a third party (especially in connection with a threat/violation of security, including the protection of human life and health, property, financial or property damage, interruption of activity, damage to reputation, leakage of know-how, etc.)	regulations (e.g. employees of a supervisory body as part of consulting, control activities) and so on		informing data subjects, etc.).	

Data from some of the aforementioned processing operations may be used in the applicable case and to the extent necessary to prove, exercise or defend our legal claims, or the legal claims of a third party (for example, providing data to law enforcement authorities, bailiffs, lawyers, etc.) as part of judicial or extrajudicial proceedings, debt collection, etc. Some personal data obtained (e.g. confirmations, records, other documents confirming the fact, etc.) may be stored and used as "evidence" for the purposes of audits, control activities by third parties, as part of the verification of the proper fulfillment of the controller's obligations in terms of legislative requirements, or other requirements (contractual, sectoral, etc.).

### Your rights

As a data subject about whom we process personal data, you have rights in connection with the processing of personal data in accordance with the GDPR regulation and the Act, namely the right to request from the controller access to the personal data that is processed about you, the right to correction (or addition) of personal data, the right to delete or limit the processing of personal data, the right to object to the processing of personal data, the right to the ineffectiveness of automated individual decision-making, including profiling, the right to portability of personal data, the right to withdraw consent to the processing of personal data. If you decide to exercise some of your rights, you can use our request form, which is available in the complete information on the processing of your personal data. In case you are not satisfied with our answer, or you believe that we have violated your rights, or we are processing your personal data unfairly, illegally, etc. you have the opportunity to file a complaint - a proposal to initiate proceedings to the supervisory authority, which is the Office for Personal Data Protection of the Slovak Republic.