

EU DATA PROTECTION NOTICE

The Data Protection Act 2018 and the General Data Protection Regulation (“**GDPR**”) (together the “**Data Protection Laws**”) impose certain obligations on Emerald Tower Limited’s (the “**Company**”) as a data controller with respect to its use of Personal Data and cover Personal Data held electronically and as part of a manual filing system. “Personal Data” is information about living individuals (Data Subjects), being information that relates to them or which identifies them directly or indirectly.

Types of Data Subjects

1. Private persons who are suppliers or landlords or who are directors, officers, employees, partners or shareholders of a landlord company or legal entity.
2. Private persons who are directors, officers, employees or contractors of a licensee who is a legal entity.

The Company Considers the Following Personal Data Relevant and Holds it on the Following Legal Bases:

Type of Data	Legal Basis
1. Personal details including name, address, status within a relevant legal entity with whom we have a contractual relationship	<p>Necessary for the performance of a contract to which the individual is subject (or to take pre-contractual steps) under Art. 6(1)(b) GDPR; and/or</p> <p>Necessary for compliance with a legal obligation to which the Company is subject under Art. 6(1)(c) GDPR; or</p> <p>Necessary for the purposes of the legitimate interests pursued by the Company or a third party under Art. 6(1)(f) GDPR.</p>
2. Bank/building society details;	<p>Necessary for the performance of a contract under Art. 6(1)(b) GDPR; and</p> <p>Necessary for the purposes of the legitimate interests pursued by the Company or a third party under Art. 6(1)(f) GDPR.</p>
3. Government and other official information (PPS numbers for stamp duty purposes);	Necessary for compliance with a legal obligation to which the Company is subject under Art. 6(1)(c) GDPR;
4. Supplemental information from other sources	We and our service providers may supplement the Personal Data we collect with information obtained from other sources (for example, publicly available information from third party commercial information sources, and information from our business partners)

Purposes for which Data is Held

Personal Data is collected primarily for the purposes of (all of which constitute our legitimate interests):

1. Managing our assets and property leases and performing our obligations and exercising our rights under such agreements;
2. To communicate with you and other individuals;
3. manage our business operations and IT infrastructure, in line with our internal policies and procedures, including those relating to finance and accounting; billing and collections; IT systems operation; data and website hosting; data analytics; business continuity; records management; document management; and auditing; In addition, we monitor electronic communications between us (for example, emails) to protect you, our business and IT infrastructure, and third parties including by:
 - a. identifying and dealing with inappropriate communications; and
 - b. looking for and removing any viruses, or other malware, and resolving any other information security issues.
4. maintaining records relating to business activities, budgeting, financial management and reporting, communications, managing mergers, acquisitions, sales, reorganisations or disposals of assets and integration with purchaser.
5. manage complaints, feedback and queries, and handle requests for data access or correction, or the exercise of other rights relating to Personal Data;
6. establish and defend legal rights to protect our business operations, and those of our business partners, and secure our rights, privacy, safety or property, and that of our business partners, you, or other individuals or third parties and to enforce our contractual or legal rights; and
7. complying with legal and regulatory obligations, record-keeping and reporting obligations, insurance requirements, payment of tax and duty, compliance with requests from government or other public authorities (including those outside your country of residence if required), responding to legal process such as subpoenas, summons or warrants, court orders, conducting investigations and complying with internal policies and procedures.

Disclosure of Personal Data

We may disclose Personal Data to our service providers, such as accountants, auditors, experts, lawyers and other professional advisors; IT system providers, marketing agents, support and hosting service providers; advertising, marketing and market research; banks and financial institutions that service our accounts; document and records management providers; and other third party vendors and outsourced service providers and group companies that assist us in carrying out business activities.

We may also share Personal Data with: (a) government or other public authorities (including, but not limited to, courts, regulatory bodies, law enforcement agencies, tax authorities and criminal investigations agencies); and (b) third party participants in legal proceedings and their accountants, auditors, lawyers, and other advisors and representatives, as we believe to be necessary or appropriate.

Data Transfers outside the EEA

The Company transfers Personal Data outside the EEA to its parent company, Phoenix Tower International LLC and its service providers in the United States. Such transfer will be subject to appropriate safeguards in accordance with the Data Protection Laws.

Retention Periods

The Company will keep Personal Data for as long as is necessary for the purposes for which we collect it. Where the Company holds Personal Data to comply with a legal or regulatory obligation, we will keep the information for at least as long as is required to comply with that obligation.

Where we hold Personal Data in the context of a contractual relationship, we will keep the information for at least as long as that contractual relationship, and for a number of years thereafter. The number of years varies depending on the nature of the contractual relationship (which could be up to 7 or 13 years post termination of the relationship) and will be retained for a longer period in the event of legal or prospective legal proceedings. Any Personal Data contained on documents which are required to be retained for title purposes in respect of property rights will be retained indefinitely (or for so long as such retention is required in order to evidence title or other property interest).

Where the Company holds Personal Data to comply with a legal or regulatory obligation, information will be kept for as long as is required to comply with that obligation.

Data Subject Rights

Data Protection Laws provide the following rights in favour of Data Subjects, several of which only apply in limited circumstances and which are subject to restrictions pursuant to Data Protection Laws: (a) the right to receive information on the processing (which is provided here or any other forms or notices provided to you); (b) the right of access to Personal Data; (c) the right to rectify or erase Personal Data (right to be forgotten); (d) the right to restrict processing; (e) the right to data portability; (f) the right of objection; (g) the right to object to automated decision-making (including profiling) which has a legal or similarly significant effect on you; and (h) the right to complain to the Data Protection Commission in the event you have a complaint or believe your rights have been infringed (in such cases we would request that you bring the matter to our attention in the first instance so that we may discuss it with you).

In order to ensure the Company's files are accurate and up to date, please notify the Company as soon as possible following any change in relevant Personal Data.

Who to Contact about your Personal Data

For more information, please contact security@phoenixintl.com

This Privacy Notice was last updated in October 2020.