

PRIVACY POLICY

1. JOINT DATA MANAGERS

The protection of your personal data is very important to us. This privacy policy declaration serves to implement the information obligations according to the legal provisions (EU Regulation 2016/679 (GDPR)) and the data processing by the data manager listed below. In this privacy policy we provide information on all aspects of data management.

With regard to this privacy policy, the responsible data manager and the contact details are:

DATA MANAGER	SEAT	COMPANY REGISTRATION NR.	REPRESENTED BY	CONTACT
Taste Loffice Kft.	1061 Budapest, Paulay Ede st. 55.	01-09-209834	Kata Klementz, CEO	E-mail: kata.klementz@loffice.at Phone: +36 70 318 6356
P-55 Kft.	1061 Budapest, Paulay Ede st. 55.	01-09-864927	Kata Klementz, CEO	E-mail: kata.klementz@loffice.at Phone: +36 70 318 6356
Loffice Kft.	10685 Budapest, Salétrom st. 4. 1084 Budapest Déri Miksa u. 6.	01-09-705006	Kata Klementz, CEO	E-mail: kata.klementz@loffice.at Phone: +36 70 318 6356
Coworkid Családi Munkaközösség Alapítvány	1061 Budapest, Paulay Ede st. 55.	01-01-0012519	Kata Klementz, CEO	E-mail: kata.klementz@loffice.at Phone: +36 70 318 6356

The above data controllers can be considered joint data controllers for the following reason:

- Taste Loffice Kft., P-55 Kft., Loffice Kft., Coworkid Családi Munkaközösség Alapítvány (collectively "Loffice Group") the above data controller members have partly the same scope of activities, partly supplementary activities related to their main activity. The main activity of Loffice Kft. and P-55 Kft. is carried out at three different locations, which is essentially long-term rental combined with office services, or short-term ad hoc rental, a special type of which is coworking. Coworking is a business activity where workstations, meeting rooms and event spaces are getting sold, it provides business & office support services and community building activities, complemented by seat host services by Taste Loffice Kft. which is a necessary concomitant of all the previously listed services. The Coworkid Foundation concentrates on a special target group of coworking spaces: it carries out leasing, event organization and training activities for parents with small children. Another area of rental and related service activity is the combination of residential rental with home office (working at home).
- Due to the interdependence of their activities, the above joint data controllers **jointly determine the purpose of data management, the scope and means of the data to be collected.**
- The common goal, which is why they jointly decide on the scope of the data and the common access to it, is that the lease activity & connected services (workstation, meeting room, event space, office, lease combined with residence and home office, other special service activity) and the seasonally changing client needs can be met by the data controllers in the most flexible cooperation with each other at different locations and periods.
- For efficiency and economic reasons the controllers share a common tool system and infrastructure (email system, common office management software, common website, data processing background, IT, accounting).
- The provisions of the division of tasks between them, including the bearing of responsibility, are contained in the agreement concluded between them.

2. THE PURPOSE, THE LEGAL BASIS AND THE RETENTION PERIOD OF THE DATA MANAGEMENT

We provide information about the activity, the scope and the purpose of the data collection and use of the personal data by our company as an independent data manager.

PURPOSE OF THE DATA COLLECTION	AFFECTED DATA	LEGAL BASIS	DATA RETENTION PERIOD
Collecting, managing and responding to the interest in the services provided by the data manager	family name, first name, contact details (email address, telephone number), purpose of interest	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none"> in the case of the contract: until the contract is concluded If no contract was concluded, then 6 months after the last notification.
Individual enquiry request	family name, first name, contact details (email address, telephone number), purpose of interest	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none"> until the expiry of the proposal
Office Services	family name, first name, contact details (e-mail address, telephone number), other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none"> general limitation period (5 years from the fulfillment of the contract) 8 years (Számviteli tv. 169. § (2) bek.)
Event-Management	family name, first name, contact details (e-mail address, telephone number), other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none"> general limitation period (5 years from the fulfillment of the contract) 8 years (Számviteli tv. 169. § (2) bek.)

Organizing and conducting trainings and workshops	family name, first name, email address and other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none"> • general limitation period (5 years from the fulfillment of the contract) • 8 years (Számviteli tv. 169. § (2) bek.)
Coworking	family name, first name, contact details (e-mail address, telephone number)	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	general limitation period (5 years from the fulfillment of the contract)
Facility management & building operations	family name, first name, contact details (e-mail address and phone number)	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	<ul style="list-style-type: none"> • general limitation period (5 years from the fulfillment of the contract) • 8 years (Számviteli tv. 169. § (2) bek.)
Newsletter	family name, first name, contact details (e-mail address)	Art. 6. 1. a) GDPR – the data subject has given consent to the processing of his or her personal data for one or more specific purposes;	<ul style="list-style-type: none"> • Up to 8 months of uninterrupted inactivity from the last open newsletter, • but until the consent is withdrawn.
The registered data in customer management -Software (contract conclusion)	family name, first name, contact details (e-mail address, telephone number), other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	5 years (general limitation period)

Labour-market
reintegration activities of
women and young
parents with small
children

family name, first name,
contact details, number
of children, qualification
& work experience,
length of maternity leave

Art. 6. 1. b) GDPR
– processing is necessary for
the performance of a contract
to which the data subject is
party or in order to take steps
at the request of the data
subject prior to entering into a
contract;

- general limitation
period (5 years
from the
fulfillment of the
contract)
 - 8 years
(Számviteli tv.
169. § (2) bek.)
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3. DATA PROCESSORS

The data managers use the cooperation of other companies in order to fulfill contracts and orders. These companies (data processors) provide services that are necessary for the implementation of contractual goals and customer orders. To this end, data processors have access to the personal data necessary for the performance of their tasks under full confidentiality obligations in order to be able to provide services on behalf of the data controller.

By accepting this current privacy policy notice, you expressly consent to the fact that, if necessary for the fulfillment of the assignment or the contract, any of the above common data managers may forward your personal data to any data processor. The data processor may use the transmitted data solely for the purpose of fulfilling the order/contract, in compliance with the provisions of this Information.

Data processing activities used by data controllers:

- marketing services
- providing IT and system management services
- providing administrative support & bookkeeping activities
- event organizing

4. TRANSFER OF DATA TO OTHER DATA MANAGERS

The data managers use the cooperation of other companies in order to fulfill contracts and orders. These companies (data processors) provide services that are necessary for the implementation of contractual goals and customer orders. To this end, data processors have access to the personal data necessary for the performance of their tasks under full confidentiality obligations in order to be able to provide services on behalf of the data controller.

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Data processing activities used by data controllers:

- marketing services
- providing IT and system management services
- providing administrative support & bookkeeping activities
- event organizing

4. TRANSFER OF DATA TO OTHER DATA MANAGERS

The data controller may transfer personal data to a third country, i.e. to the Loffice OG located in Vienna, belonging to the Loffice group, in compliance with the legal requirements, if the sharing of the data is necessary for the fulfillment of the

contractual purpose (e.g. the business interest of a co-worker, training, participation in an event). In all other cases, according to Article 6 (1) point a) of the GDPR, the voluntary, informed consent of the data subject is required.

We would like to inform you that the transfer of data to a third party may also be based on legal requirements (such as the transfer of certain data to the police or other authorities).

5. AFFECTED RIGHTS

AFFECTED RIGHTS	CONTENT OF THE CONCERNED RIGHTS
Access to the data	Upon request, we will inform you about how we handle your personal data. In this case, we will also provide you with additional information on how your data is handled.
Right to the notification	On request, we will be happy to correct your inaccurate personal data and fill in missing items.
Right of withdrawal	<p>If one of the following conditions applies, we will delete your personal data:</p> <ul style="list-style-type: none"> ● We no longer need your personal information for the purpose for which we collected it. ● You have withdrawn your consent; ● You have objected to the data processing (and there is no other legitimate reason for the data processing). ● We have processed your data illegally. ● The law obliges us to delete the data.
Right to restrict data management	<p>You have the right to demand that your data be no longer processed</p> <ul style="list-style-type: none"> ● if the accuracy of the data is contested; ● The processing of the data is illegal, but you do not want the data to be deleted. ● We don't need your data anymore, but you do. ● You have objected to the data processing. ● In this case, we will no longer process your data (we will only store it) until we have investigated your request.
Right to data transfer	Upon request, we will provide you with the personal data that you have provided to us. You have the right to transfer this data to another data manager.
Withdraw of compliance	<p>You can withdraw your consent at any time. This revocation does not affect the legality of the processing carried out on the basis of the consent until the revocation.</p> <p>The consent to the sending of newsletters can be revoked at any time via a link in every newsletter or by sending a message to the e-mail or postal address of the data manager.</p>

You have the right to complain to a supervisory authority if you are of the opinion that your data has not been handled correctly.

Complaint

Hungarian Data Protection & Freedom of Information Authority

address: 1125 Budapest, Szilágyi Erzsébet fasor 22/c.

email: ugyfelszolgalat@naih.hu

phone: +36 1 391 1400

web: www.naih.hu

The data manager reserves the right to change this data protection declaration at any time. If necessary, the data manager will inform customers of the changes by letter or e-mail and in any case in accordance with applicable law.

Last update: June 2023

Appendix list:

I) Cookie Policy

II) Information on camera surveillance

**APPENDIX I)
COOKIE POLICY**

1. WHAT ARE THE COOKIES?

1.1 In the following, P-55 Kft. (seat: 1061, Budapest, Paulay Ede st. 55., company register number: 01-09-864927; email address: kata.klementz@loffice.hu hereinafter referred to as "data manager") informs you about the collection and management of the personal data provided by you as part of your visit to the www.loffice.hu website. For information on third-party cookies, see the table below.

1.2 A cookie is a small piece of text information that is stored on the affected device until you delete it. As with most websites, we use our own and third-party cookies in conjunction with technologies that help websites and applications work properly, as well as an understanding of user preferences.

1.3 You have the option of deactivating all cookies in your browser and setting a notification if a website wants to place cookies on your device. Deactivating cookies may restrict the functionality of our website. For information on how to delete cookies, see the following links: Chrome; Firefox; IE; Opera; Safari.

1.4 The data manager and third parties can use their own cookies or cookies from providers and other technologies that monitor user behavior in connection with the use of the website. In addition, certain user activities related to the website are recorded and they can be viewed based on the previous activities of the user. Third parties automatically receive the IP addresses of the data subjects when the activity is monitored.

2. COOKIES ON THE WEBSITE AND ITS LEGAL BASIS

a. REQUIRED COOKIES

2.1 These cookies are necessary for the operation of the website. They are usually saved on your device at your request, i. H. with regard to your certified activity on the website, settings relating to privacy settings. You have the right to prohibit the use of these cookies. However, this may prevent certain parts of the website from working.

2.2 The cookies listed below are absolutely necessary to enable you to navigate our website and use certain functions based on Ekertv. (2001 / CVIII. Tv.) 13 / A. § (3), and 5th article of 2002/58 / EK Directive. Therefore no prior consent is asked for the use of these cookies:

Cookie	Service provider. Access to third party data?	Time interval	Function of the cookies
cookieNotice	no	7 days	for using the website
cookieMarketing	no	7 days	for using the website
cookiePerformance	no	7 day	for using the website
exitIntentPopup	no	7 days	for using the website
lang	no	until you close your browser	for using the website

b. OTHER COOKIES

2.3 Analytical cookies: These cookies are used to recognize how many individual visitors visit, how often and which pages. This information is collected for statistical purposes only and not to personally identify users. This is only used to find out more about your usage behavior on our website. This information is anonymized. If you do not activate these cookies, they will not be disclosed to us when you visit our website.

2.4 Functional cookies: The purpose of these cookies is to improve the experience and personalize the content. These cookies can be used by us or by third parties to enable the services to be provided on our website. You can control and manage the use of cookies yourself at any time. However, if you deactivate cookies or delete cookies already on your computer, this may restrict your access to and use of parts of the website.

2.5 Legal basis: legitimate interest in analytical cookies (Art. 6 Para. 1 lit. f) GDPR). The person who visits our website is entitled to prohibit the use of cookies in the future if they click on the "Cookie Settings" link at the bottom of the website. In other cases: the consent of the data subject (Article 6 (1) (a) GDPR) based on Eht. 155. § (4) (and 2002/58/EK Directive, Art. 5, Para. (3))

You have the right to withdraw your consent at any time (if you click on the "Cookie Settings" link at the bottom of the website). The withdrawal of consent does not affect the legality of the data processing before the withdrawal.

Cookie	Service provider. Access to third party data?	Zeitintervall	Art der Cookies
__utmb	no	30 minutes	statistically
__utmt	no	10 minutes	statistically
__utmz	no	6 month	statistically
__utmc	no	until you close your browser	statistically
__utma	no	0	statistically
ARRAffinity	no	until you close your browser	statistically

You can find detailed information about the data management on the website under the privacy policy.

APPENDIX II)
INFORMATION ON CAMERA SURVEILLANCE

Office premises operated by Loffice Kft. (1085 Budapest, Salétrom st. 4. and 1084 Budapest, Déri Miksa st. 6.) and the office premises operated by P-55 Kft. (1061 Budapest, Paulay Ede st. 55.), together referred as 'Companies', are equipped with an electronic monitoring system (excluding social rooms, changing rooms, toilets and other similar rooms) to comply with current legal requirements, in particular, but not limited to, Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR) and the 2005/CXXXIII. Act on the protection of individuals and property and on private investigations.

1. DATA MANAGERS

Loffice Kft.	1085 Budapest, Salétrom st. 4.	Klementz Kata CEO	e-mail: kata.klementz@loffice.hu phone: +36703186356
P-55 Kft.	1061 Budapest, Paulay Ede st. 55.	Klementz Kata CEO	e-mail: kata.klementz@loffice.hu phone: +36703186356

2. PURPOSE OF DATA MANAGEMENT AND SCOPE OF DATA MANAGED

The camera system, which monitors only the private area, serves the protection of the Company's property, the protection of the lives and physical integrity of employees and customers, and facilitates the prevention and detection of violations, effective action, and the detection and proof of the perpetrator. The purpose of data management is therefore to protect the Company's property and the life and physical integrity of its employees / customers, as well as to prevent violations and to ensure the possibility of effective action. The scope of the treated data: the image of the persons entering the observed area, the activity of the persons visible in the image, and the conclusion that may be drawn from it.

LEGAL BASIS FOR DATA MANAGEMENT

The legal basis for the use of the electronic monitoring system is the legitimate interest in the adequate protection of the Company's property, the life and physical integrity of its employees/customers, GDPR Article 6 (1) point f), for which the Companies have prepared a successful interest assessment test. Persons entitled to access the records: the Companies' executives In the case of official or judicial proceedings, data carried out by the Companies may be forwarded to the authorities and courts conducting them.

PLACE OF STORAGE AND RETENTION OF PERSONAL DATA

The duration of the data management of the data stored in the recordings recorded by the camera surveillance system is determined by the data controller based on the legitimate interests of the data controller, taking into account the time necessary to achieve the data management goal. After this, the data will be deleted.

RULES FOR USE AND REVIEW OF RECORDINGS

Recordings can only be reviewed by persons authorized to view the recordings, in the event of a violation of the rules or suspicion of a crime, within the retention period defined above.

However, the person included in the recording is entitled to review the recording made of him or to request a copy of it within the retention period, even if there is no suspicion of a violation or crime, as long as it does not adversely affect the rights and freedoms of others. Each time, the Companies record in minutes (including the electronic register) the reason and time of access to the recordings, as well as the identity of the accessor.

DATA SECURITY MEASURES RELATED TO THE STORAGE OF RECORDS

In order to safely manage personal data, the protection of data stored on the digital recording units in the office is ensured by a personal username and password, which can be used to determine who is authorized to access the data and when they accessed it, and in this way we also ensure that unauthorized persons cannot access the recordings to it.

3. AFFECTED RIGHTS

Please see above at point 5. of the Privacy Policy.

List of the cameras, their locations, angles and monitored area:

Venues:

A) 1085 Budapest, Salétrom street 4.

No.	Placement of the camera	Purpose of the monitoring	Angles & areas monitored
1	stairwell	Monitoring the direction of movement of people entering and leaving the stairwell	The staircase and its immediate surroundings
2	office space	Monitoring the direction of movement of people entering and leaving the office	The furnishings & infrastructure of the office
6	entrance area	Monitoring the direction of movement of people entering and leaving the building	The area in front of the main door and its immediate surroundings
7	terrace	Monitoring the movement at the terrace	The terrace and its immediate surroundings
8	courtyard	Monitoring the movement at the terrace	The terrace and its immediate surroundings
9	courtyard	Monitoring the movement at the terrace	The terrace and its immediate surroundings
10	garage entrance	Monitoring the direction of movement of people & cars entering and leaving the building	The garage door and its immediate surroundings
11	garage	Monitoring the movement in the garage	The garage and its immediate surroundings
12	garage	Monitoring the movement in the garage	The garage and its immediate surroundings
13	garage	Monitoring the movement in the garage	The garage and its immediate surroundings

B) 1084 Budapest, Déri Miksa street 6.

No.	Placement of the camera	Purpose of the monitoring	Angles & areas monitored
1	main entrance	Monitoring the direction of movement of people entering and leaving the building	The main door & its immediate surroundings
2	event space entrance	Monitoring the direction of movement of people entering and leaving the building	The main door of the event space & its immediate surroundings
3	office area	Monitoring the direction of movement of people entering and leaving the office space	The furnishings & infrastructure of the office
4	secondary entrance in meeting room	Monitoring the direction of movement of people entering and leaving the building	The main door of the back entrance & its immediate surroundings, most of the meeting room & its furnishings
5	kitchen	Monitoring the direction of movement of people entering and leaving the kitchen	The furnishings & infrastructure of the kitchen

C) 1061 Budapest, Paulay Ede street 55.

No.	Placement of the camera	Purpose of the monitoring	Angles & areas monitored
1	main entrance	Monitoring the direction of movement of people entering and leaving the building	The main door & its immediate surroundings
2	stairwell	Monitoring the direction of movement of people entering and leaving the stairwell	The staircase and its immediate surroundings
3	elevator	Monitoring the direction of movement of people entering and leaving the elevator	The elevator and its immediate surroundings