

# Data Privacy

## List of service provider categories and external recipients

| Service provider category/ External recipient and subject/ purpose of the commission   | Website visitors | Newsletter subscribers | Contact form users | Job applicants | Webinar participants | Prospective tenants | Tenants | MEAG business partners | External MEAG staff | Interested parties | Users of MEAG buildings |
|--|------------------|------------------------|--------------------|----------------|----------------------|---------------------|---------|------------------------|---------------------|--------------------|-------------------------|
| Brokers<br>Leasing, selling  |                  |                        |                    |                |                      |                     | •       |                        |                     |                    |                         |
| Building authority and other public authorities<br>Construction work   |                  |                        |                    |                |                      |                     | •       | •                      |                     |                    |                         |
| Building service providers (e.g. trades, architects)<br>Construction work, damage cases and maintenance and repair commissions |                  |                        |                    |                |                      |                     | •       |                        |                     |                    |                         |
| Building-management service providers<br>Access rights   |                  |                        |                    |                |                      |                     |         | •                      | •                   |                    |                         |
| Building management/ Security service providers<br>Exercising domiciliary rights; protection of health, life and freedom       |                  |                        |                    |                |                      |                     |         |                        |                     |                    | •                       |
| Cloud service providers<br>Hosting servers/ Web services   | •                | •                      | •                  | •              | •                    |                     |         |                        | •                   | •                  |                         |
| Credit agencies and debt collection service providers<br>Credit checks   |                  |                        |                    |                |                      |                     |         | •                      |                     |                    |                         |
| Document management<br>File relocation, archiving, running the mailroom  |                  |                        |                    | •              |                      | •                   | •       | •                      | •                   | •                  |                         |
| Financial service providers<br>Handling payments and security deposits   |                  |                        |                    |                |                      |                     | •       | •                      | •                   |                    |                         |
| Inland revenue office<br>Tax declaration   |                  |                        |                    |                |                      |                     | •       | •                      | •                   |                    |                         |
| Insolvency administrators, (local) courts<br>e.g. debt collection/ foreclosure   |                  |                        |                    |                |                      |                     | •       | •                      | •                   |                    |                         |
| IT maintenance service providers<br>Maintenance of systems/ applications   | •                | •                      | •                  | •              | •                    | •                   | •       | •                      | •                   | •                  |                         |
| IT service providers (IT systems and services)<br>IT and network operation   | •                | •                      | •                  | •              | •                    | •                   | •       | •                      | •                   | •                  |                         |

| <b>Service provider category/External recipient and subject/purpose of the commission</b>   | <b>Website visitors</b> | <b>Newsletter subscribers</b> | <b>Contact form users</b> | <b>Job applicants</b> | <b>Webinar participants</b> | <b>Prospective tenants</b> | <b>Tenants</b> | <b>MEAG business partners</b> | <b>External MEAG staff</b> | <b>Interested parties</b> | <b>Users of MEAG buildings</b> |
|---|-------------------------|-------------------------------|---------------------------|-----------------------|-----------------------------|----------------------------|----------------|-------------------------------|----------------------------|---------------------------|--------------------------------|
| IT service providers (IT systems and services)<br>Providing software  |                         | •                             |                           | •                     | •                           |                            |                |                               | •                          |                           |                                |
| Insurance companies<br>Claims settlement  |                         |                               |                           |                       |                             |                            | •              |                               |                            |                           |                                |
| Law enforcement authorities<br>Investigating criminal offences  |                         |                               |                           |                       |                             |                            |                |                               |                            |                           | •                              |
| Marketing service providers<br>Marketing activities such as newsletters, surveys, event management, online/ web analyses <sup>1</sup> |                         | •                             |                           |                       |                             |                            |                |                               |                            | •                         |                                |
| Metering service providers<br>Billing costs   |                         |                               |                           |                       |                             |                            | •              |                               |                            |                           |                                |
| Other offices that by law require declarations to be submitted, e.g. the integration authority  |                         |                               |                           |                       |                             |                            | •              |                               |                            |                           |                                |
| Potential buyers<br>Selling holdings  |                         |                               |                           |                       |                             |                            | •              |                               |                            |                           |                                |
| Registration authorities<br>Issuing the landlord confirmation   |                         |                               |                           |                       |                             |                            | •              |                               |                            |                           |                                |
| Tax consultants, auditors and advisors<br>Compiling balance sheets  |                         |                               |                           |                       |                             |                            | •              | •                             | •                          |                           |                                |
| Technical experts, appraisers<br>Assistance with claims settlement  |                         |                               |                           |                       |                             |                            | •              |                               |                            |                           |                                |
| Telecommunication service providers<br>Telephony  | •                       | •                             | •                         | •                     | •                           | •                          | •              | •                             | •                          | •                         |                                |
| Tenants<br>Construction measures, damage cases and maintenance and repair commissions   |                         |                               |                           |                       |                             |                            |                | •                             |                            |                           |                                |
| Third-party debtors<br>Wage and salary seizures and guarantees from people authorised to represent                                    |                         |                               |                           |                       |                             |                            | •              |                               |                            |                           |                                |
| Translation service providers<br>Written translations   |                         |                               |                           |                       |                             |                            |                | •                             |                            |                           |                                |

Last updated: 1 February 2019

<sup>1</sup> Upon consent