

PRIVACY POLICY

German Office Group Limited is a limited liability company incorporated in England (Number 11545813), whose registered address is at Mercury House, 19-21 Chapel Street, Marlow SL7 3HN. Together with its affiliated entities (collectively, "GOG", "we" or "us") GOG collects and uses certain personal data. We are responsible for ensuring that we use that personal data in compliance with data protection laws. We respect your privacy and are committed to keeping your personal data secure. This Privacy Policy governs the handling of personal data by us in the course of carrying on commercial activities.

The types of information we may collect about you

When you visit and browse this website (the "Site") or otherwise interact with GOG, we may collect three different types of information about you: information you provide to us, information that we collect about you and information we obtain from other sources.

Information you provide to us

In order to receive our services, you may have to provide information to us that we may collect and store in a way that allows us to relate it to you personally, including but not limited to your name, e-mail address, address, phone number, facsimile number and other information. You may provide such personal data by various means, including by responding to questions on this Site or contacting us directly via e-mail.

Information we collect or generate about you

This includes, without limitation, files that we may produce as a record of our relationship with you and personal data that you provide during telephone and email communications with us which we may monitor and record to comply with our legal and regulatory requirements.

Information we obtain from other sources

We may obtain information from your agents and advisers and from third parties and public sources we use to verify your identity or to confirm your eligibility to use our services, in accordance with our legal obligations. This Site may use "cookies" (small text files stored on your computer's hard drive). We may use cookies for a variety of purposes, including to improve your experience browsing our Site. We may also collect certain technical information from your computer, for example, the Internet protocol (IP) address used to connect your computer to the Internet and other computer and connection information. In addition to the categories of personal data described above, GOG will also process further anonymized information and data that is not processed by reference to a specific individual.

How we may use personal data

We may use and store your personal data in the following ways and for the following purposes:

- for the management and administration of our business;
- for ongoing review and improvement of the information provided on the Site to ensure it meets the needs of users, and to conduct analysis required to detect malicious data and to prevent any potential disruptions or cyber attacks;
- to allow you to use and access GOG's services and to understand feedback relating to GOG's services;
- to communicate with you in order to provide you with services or information about GOG and GOG's products;
- where you have applied for a position with us, to review and process your job application; and
- to comply with and in order to assess compliance with applicable laws, rules and regulations, and internal policies and procedures including in respect of your personal data that which is contained in recordings of communications to or from our systems (for example, our phones, mobile devices, computers and email accounts).

However we use personal data, we strive to ensure that such usage complies with applicable law including in the following situations:

- personal data is required to perform our contractual obligations;
- use in accordance with your consent;
- use in accordance with legal and regulatory obligations applicable to GOG;
- in order to establish, exercise or defend our legal rights or for the purpose of legal proceedings;
- use as necessary for our legitimate business interests, including but not limited to:
 - o effectively and efficiently managing and administering the operation of our business;
 - o maintaining compliance with internal policies and procedures; and
 - o monitoring the use of our copyrighted materials.

Disclosure of your information to third parties

We may share your personal data with our affiliates for the management and administration of our business. We may share your data with third party contractors and suppliers in connection with the processing of personal data for the purposes described in this policy. We may also disclose your personal data to third parties if we or an affiliate is required to do so in order to comply with any legal or regulatory obligation, establish, exercise or defend our legal rights; or to protect the rights, property, or safety of others.

Transfers of personal data outside the European Economic Area

The personal data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (“EEA”). It may also be processed by staff operating outside the EEA who work for our affiliates or for one of our third party contractors or suppliers. Where we transfer your personal data outside the EEA, we will ensure that it is protected in a manner that is consistent with how your personal data will be protected by us in the EEA. This can be done in a number of ways, including:

- the recipient destination has been subject to a finding from the European Commission that it ensures an adequate level of protection for the rights and freedoms that you possess in respect of your Personal Data; or
- the recipient enters into standard data protection agreement with us that has been approved by the European Commission.

You can obtain more details of the protection given to your personal data when it is transferred outside the EEA (including a copy of the standard data protection agreement which we have entered into with recipients of your personal data) by contacting us in accordance with the “Comments” section below.

Retention of Personal Data

How long we hold your personal data for will vary. The retention period will be determined by the following criteria:

- the purpose for which we are using your personal data we will need to keep the data for as long as is necessary for that purpose; and
- legal obligations - laws or regulation may set a minimum period for which we have to keep your personal data.

Your Rights

You have a number of legal rights in relation to the personal data that we hold about you. These rights include:

- the right to obtain information regarding the processing of your personal data and access to the personal data which we hold about you;
- the right to withdraw your consent to our processing of your personal data at any time*;
- the right to receive any personal data which we process about you on the basis of your consent (as opposed to any other legal ground) in a structured, commonly used and machine-readable format;
- the right to request that we rectify your personal data if it is inaccurate or incomplete;
- the right to request that we erase your personal data in certain circumstances*;
- the right to request that we restrict our processing of your personal data in certain circumstances*; and
- the right to lodge a complaint with the data protection regulator (details of which are provided below) if you think that any of your rights have been infringed by us.

You can exercise your rights by contacting us using the details set out in the “Comment” section below.

*Please note that we may be entitled to continue processing your personal data if there is a legal ground for doing so.

Protection of information; no guarantee of security

We endeavour to protect your personal information. We use both technical and procedural methods to maintain the integrity and security of our databases, including firewalls. Please note that the Site may contain links to third party websites. Please be aware that we are not responsible for the privacy practices of other websites.

Changes to this Privacy Policy

We may revise this Privacy Policy from time to time. If we decide to change our Privacy Policy, we will post the revised policy here. You should check our Site frequently to view the most up to-date version of this policy.

Comments

The Information Commissioner's Office regulates data protection and privacy matters in the United Kingdom. You can find out more information about your rights by contacting them, or by searching its website www.ico.org.uk.

If you have any questions, comments or concerns about our privacy practices, or if you wish to request access to, correct or delete any personal information that you have provided to us, please contact us at: Info@GermanOfficeGroup.com.

IMPRINT

German Office Group Limited

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