

Data protection information pursuant to Art. 13 GDPR for tenants and tenants' contact persons (commercial)

Status 27.02.2026

1. GENERAL

The protection of personal data is important to us. We want to collect and process personal data about you as a tenant and/or contact person of a commercial property of the companies listed below only with your knowledge.

We therefore inform you which information we collect, store and for which purposes we use it. We undertake to comply with national and European data protection regulations.

These data protection informations apply to tenants and tenant representatives in commercial properties. They also cover subtenants and their designated representatives as well as tenants of parking spaces, cloakrooms and similar facilities.

2. CONTROLLER

Objekt Office Center Handelskai Immobilienerrichtungs S.à r.l. & Co. OG
Handelskai 92, A-1200 Wien, Österreich
E-Mail: datenschutz@officefirst.com

3. SOURCE OF THE PERSONAL DATA

We process personal data that we have received in the course of the tenancy and the initiation of the tenancy.

4. CATEGORIES OF PERSONAL DATA THAT ARE PROCESSED

- Title, first name, surname, address
- E-mail address, telephone number
- Financial and income situation
- Account details
- Amount of rent and operating costs
- Consumption data and operating costs
- Data on the receipt of rent and operating costs
- Correspondence during the tenancy
- Official vehicle registration numbers of vehicles parked in the property's underground car park by tenants and persons associated with them.

Data processing is required in accordance with Art. 6 para. 1 b, f GDPR for the stated purposes and for the mutual fulfilment of obligations arising from the tenancy. The personal data of the tenants and/or the tenants' contact persons are regularly stored until the expiry of the statutory three-year standard limitation period and deleted at the end of this period.

If we are obliged to store data for a longer period in accordance with Art. 6 para. 1 c GDPR due to tax and commercial law storage and documentation obligations (from UGB, StGB, or BAO, sowie MRG oder ABGB) or if you have consented to further storage in accordance with Art. 6 para. 1 a GDPR, these periods are decisive.

5. PURPOSES FOR WHICH THE PERSONAL DATA IS TO BE PROCESSED AND LEGAL BASIS FOR PROCESSING

We process the personal data of the tenants and/or the tenants' contact persons in compliance with the applicable national and European legal data protection requirements. Processing is lawful if at least one of the following conditions is met:

a. CONSENT (Art. 6 para. 1 a, 9 para. 2 a GDPR)

If we have been granted consent to process the personal data of tenants and/or the tenants' contact persons for certain purposes, the lawfulness of this processing is given on the basis of this consent. Any consent given can be revoked at any time with effect for the future.

b. FOR THE FULFILMENT OF CONTRACTUAL OBLIGATIONS OR FOR THE IMPLEMENTATION OF PRE-CONTRACTUAL MEASURES (Art. 6 para. 1 b GDPR)

We process personal data of tenants and/or tenants' contact persons as part of pre-contractual measures or in order to fulfil our obligations arising from the tenancy. The personal data of the tenant and/or the tenant's contact person is regularly stored until the end of the statutory three-year limitation period and deleted at the end of this period. This also includes the associated commissioning of service providers.

c. DUE TO LEGAL REQUIREMENTS (Art. 6 para. 1 c GDPR)

If we are obliged to store data for a longer period of time in accordance with Art. 6 para. 1 c GDPR due to tax and corporate law storage and documentation obligations (HGB, StGB, or BAO, sowie MRG oder ABGB), these periods are decisive.

d. AS PART OF THE BALANCING OF INTERESTS (Art. 6 para. 1 f GDPR)

If necessary, we process the data of the tenants and/or the tenants' contact persons beyond the fulfilment of the contract to protect our legitimate interests or those of third parties. The personal data of the tenant and/or the tenant's contact person is regularly stored until the expiry of the statutory three-year limitation period and deleted at the end of this period.

6. CATEGORIES OF RECIPIENTS OF THE PERSONAL DATA

The personal data of the tenant and/or the tenant's contact person will not be passed on to third parties other than those named below for the purposes listed.

Insofar as this is necessary in accordance with Art. 6 para. 1 b GDPR for the processing of the tenancy with you, the personal data of the tenants and/or the tenants' contact persons will be passed on to third parties.

For the purpose of billing the operating costs, the consumption data for heating/hot water is collected by the contracted metering service company. This data (and any subsequent data) will be forwarded to the contracted billing company.

For the purpose of fulfilling repair and maintenance obligations for the rented premises, the name and contact details of the tenant and/or the tenant's contact person may be passed on to tradesmen/service managers or experts or the respective building insurer and liability insurer of the property if necessary.

For the purpose of checking your creditworthiness, it may be necessary to pass on the data of the tenant and/or the tenant's contact person (in particular name and address) to third parties. Only the information necessary to assess your solvency will be passed on.

For the purpose of processing and carrying out brokerage processes in connection with commercial property, it may be necessary to transfer personal data of the tenant and/or the tenant's contact person to estate agents. This transfer takes place exclusively in order to provide the corresponding services, such as the brokerage of property offers, the arrangement of viewing appointments or the processing of rental agreements.

If a canteen is available, it may be necessary to process your personal data for various purposes. First and foremost, the processing of data relates to payment on site using an employee ID card or a canteen card. If your employer subsidises or subsidises the use of the canteen, personal data may also be processed.

If there is access control in the building, personal data will be processed in connection with the access process.

Personal consumption data may be analysed in connection with existing ESG requirements.

We also have some of the aforementioned processes and services carried out by carefully selected service providers based within the EU and commissioned in accordance with data protection regulations. These are companies in the categories of IT services or building security, among others, which we utilise within the scope of order processing relationships.

Public bodies and institutions (e.g. tax authorities) in the event of a legal or official obligation,

Other companies or comparable organisations to which we transfer personal data in order to implement existing contractual relationships and which are not processors (e.g. asset, property and facility managers, tradesmen, financial institutions, tax consultants, lawyers).

The data passed on may only be used by these organisations for the stated purposes.

7. DATA PROCESSING IN CONNECTION WITH PARKING SPACES, CLOAKROOMS, ETC.

If you have rented a parking space, cloakroom, etc. from us, we process the personal data necessary for the establishment and execution of the rental agreement.

8. DATA PROCESSING IN CONNECTION WITH SUBLETTING

If you are a tenant or contact person for a tenant in connection with a sublease, we process the personal data necessary for the establishment and execution of the lease. The data processing described in this privacy policy is carried out in this context – this also includes the implementation of a sanctions list and, if necessary, a credit check.

9. INTENTION TO TRANSFER THE PERSONAL DATA TO A THIRD COUNTRY OR AN INTERNATIONAL ORGANISATION

We also have some of the aforementioned processes and services carried out by carefully selected service providers based within the EU and commissioned in accordance with data protection regulations.

10. DATA PROTECTION RIGHTS

Every data subject has the right of access under Art. 15 GDPR, the right to rectification under Art. 16 GDPR, the right to erasure under Art. 17 GDPR, the right to restriction of processing under Art. 18 GDPR, the right to object under Art. 21 GDPR and the right to data portability under Art. 20 GDPR. In addition, there is a right of appeal to a competent data protection supervisory authority (Art. 77 GDPR in conjunction with Section 24 DSG). You can revoke your consent to the processing of personal data at any time with effect for the future in accordance with Art. 7 para. 3 GDPR. This also applies to the revocation of declarations of consent given to us before the General Data Protection Regulation came into force, i.e. before 25 May 2018.

11. OBLIGATION TO PROVIDE DATA AND POSSIBLE CONSEQUENCES OF FAILURE TO PROVIDE DATA

As part of our business relationship, you must provide the personal data that is necessary for the establishment and execution of a business relationship and the fulfilment of the associated contractual obligations or that we are legally obliged to collect. Without this data, we will generally not be able to provide the requested service or conclude or fulfil the contract with you.

12. THE EXISTENCE OF AUTOMATED DECISION-MAKING, INCLUDING PROFILING

In principle, we do not use fully automated decision-making in accordance with Art. 22 GDPR to establish and conduct the business relationship.

13. INDIVIDUAL RIGHT OF OBJECTION

You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on Art. 6 para. 1 f GDPR (data processing on the basis of a balancing of interests) in accordance with Art. 21 GDPR; this also applies to profiling based on this provision within the meaning of Art. 4 para 4 GDPR. If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the establishment, exercise or defence of legal claims.

The objection can be made informally and should preferably be addressed to the data protection officer named in section 3 of the data protection notice.