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Additional Data Privacy Terms Annex for Comfy

Annex I to DPT (and, where applicable, the Standard Contractual Clauses)

Description of the Processing Operations

This Annex contains a specific description of the processing operations (including, but not limited to, the subject-matter of the processing, the nature and purpose of the processing, the type of personal data and categories of data subjects) for the Offering Comfy.
It prevails over any deviating description contained in the Agreement.

A. **LIST OF PARTIES**
Customer (and, where the Standard Contractual Clauses apply, data exporter):
Name, address and contact person's name, position and contact details: Name and address of the Customer as well as contact details of a contact person are contained in the Agreement and/or collected as part of the Customer onboarding process.
Role (Controller/Processor): Customer acts as Controller for the processing activities provided by Siemens vis-à-vis Customer and, as the case may be, as Processor under the instructions of its Further Processors for Processing activities provided by Siemens vis-à-such Further Controllers.

Provider (and, where the Standard Contractual Clauses apply, data importer):
Name, address and contact person's name, position and contact details: The provider / data importer proving the Processing services hereunder is the Siemens company specified in the Agreement. Point of contact for data privacy inquiries is the Office of the Siemens Data Protection Officer, Werner-von-Siemens-Straße 1, 80333 Munich, Germany, E-Mail: dataprotection@siemens.com.
Role (Controller/Processor): Siemens acts as Processor Processing Personal Data on behalf of Customer and, as the case may be, Customer's Further Controllers.

B. **DESCRIPTION OF TRANSFER / PROCESSING OPERATIONS**

Categories of data subjects whose Personal Data is transferred/Processed
Employees (other authorized users) of Customer

Categories of personal data transferred
The Personal Data transferred/Processed concern the following categories of Personal Data:

- Personal master data (e.g. name, e-mail address)
- Information concerning the requests submitted by a user:
  - Information concerning the requests submitted by a user (e.g. to control the temperature and lighting of their workspace; to find and book meeting rooms; to request repairs; to view desk availability or book a desk; to view available amenities; to view maps of buildings and campuses, etc.)
  - Information about the location the request was submitted from (building, floor, zone, space type)
  - Date and time of a user request

- User preferences for the workplace settings that are controlled by the App (e.g. your preferred locations).
- Information about the working location of a user (manually set by the user; optional)
- App engagement data (information on a user's actions within the Comfy app)

Sensitive data transferred (if applicable)
The Offerings are not intended for the processing of Sensitive Personal Data and Customer and its Further Controllers shall not transfer, directly or indirectly, any such Sensitive Personal Data to Siemens.

The frequency of the transfer (e.g. whether the data is transferred on a one-off or continuous basis)
Siemens hosts Personal Data on behalf of Customer and, as the case may be, Further Controllers.

Nature of the processing and purpose(s) of the data transfer and further processing
Personal Master Data of authorized users is provided to Comfy systems for user authentication purposes. When users access and use the Service via the mobile app or website, the Personal Data described in I.B is collected to provide the functionalities of the Service to Customer and the individual user.

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The period for which the personal data will be retained, or, if that is not possible, the criteria used to determine that period
The Personal Data will be retained for the period of the Agreement. Customer has the ability to rectify, erase or restrict the Processing of Personal Data via the functionalities of the services, or (ii) Siemens rectifies, erases or restricts the Processing of Personal Data as instructed by Customer.

For transfers to (sub-) processors, also specify subject matter, nature and duration of the processing
The subject matter, nature and duration of the processing are specified per Subprocessor in Annex III.

COMPETENT SUPERVISORY AUTHORITY
For Customers located in the European Union, the supervisory authority responsible for the Customer shall act as competent supervisory authority. A list of the supervisory authorities in the EU is available here: https://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm

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<u>**Annex II to DPT (and, where applicable, the Standard Contractual Clauses)**</u>

Technical and organisational measures

The description of the technical and organizational measures (TOMs) for the Offering Comfy implemented by Siemens and its Subprocessors to protect Siemens' and Subprocessors' IT-systems and applications is contained in Annex II of the Data Privacy Terms document available at www.siemens.com/dpt.

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Annex III to DPT (and, where applicable, the Standard Contractual Clauses)

List of approved Subprocessors

Unless Building Robotics, Inc. is a party to the Agreement, the primary subprocessor for the Comfy Services is:
Building Robotics, Inc., 3979 Freedom Cir Suite #210, Santa Clara, CA 95054, USA

The further processors engaged by Building Robotics, Inc. are listed below.

Entities engaged in the storage/hosting of content

Entity Name, registered address and contact	Data Center Location	Transfer Safeguards in case of Restricted Transfers
Amazon Web Services Inc. 410 Terry Avenue North Seattle WA 98109 United States	Customers can choose their hosting location which can be either the EU or USA. Typical hosting scenarios**:** • For Customers based within the European Union: European Union (No Restricted Transfer) • For Customers based outside of the European Union: USA (Standard Contractual Clauses will apply to Personal Data that is transferred outside the European Union)	☒ No Restricted Transfer ☒ Standard Contractual Clauses ☐ Processor BCR ☐ Other: _____

Entities engaged in the Processing of Personal Data for non-storage/hosting purposes

Entity Name, registered address and contact	Country/Region where Processing is performed	Description of processing operation	Transfer Safeguards in case of Restricted Transfers
Amazon Web Services Inc. 410 Terry Avenue North Seattle WA 98109 United States	For Customers based within the European Union: European Union For Customers based outside of the European Union: USA	Login email delivery service	☐ No Restricted Transfer ☒ Standard Contractual Clauses ☐ Processor BCR ☐ Other: _____
Google, Inc. 1600 Amphitheatre Pkwy, Mountain View, CA 94043	USA	OAuth Login (SSO), when configured for a customer	☐ No Restricted Transfer ☒ Standard Contractual Clauses ☐ Processor BCR ☐ Other: _____
Salesforce.com, Inc. 415 Mission Street 3rd Floor, San Francisco, CA 94105, USA	USA	Salesforce Service Cloud stores customer support requests.	☐ No Restricted Transfer ☐ Standard Contractual Clauses ☒ Processor BCR ☐ Other: _____
Aiven Oy Kalevankatu 30, 00100 Helsinki, Finnland	USA	Managed Kafka server storing raw occupancy data. This data is not associated to any specific user and is not considered Personal Data.	☐ No Restricted Transfer ☒ Standard Contractual Clauses ☐ Processor BCR ☐ Other: _____

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Entity Name, registered address and contact	Country/Region where Processing is performed	Description of processing operation	Transfer Safeguards in case of Restricted Transfers
Influx Inc. 48 Cambridge Street, Collingwood, VIC 3066, USA	USA	Customer 1st level support / ticketing	☐ No Restricted Transfer ☒ Standard Contractual Clauses ☐ Processor BCR ☐ Other: _____
Algolia, Inc. 301 Howard St, 3rd floor, San Francisco, CA 94105	USA	Search Index for the frontend app to allow users to search for places and co-workers (when enabled)	☐ No Restricted Transfer ☒ Standard Contractual Clauses ☐ Processor BCR ☐ Other: _____
Mixpanel, Inc. 1008 Western Ave #400, Seattle, WA 98104	USA	Product analytics	☐ No Restricted Transfer ☒ Standard Contractual Clauses ☐ Processor BCR ☐ Other: _____
Sisense, Inc. 1359 Broadway, 4th Floor, New York, NY, 10018, United States	USA	Provision of analytics dashboards	☐ No Restricted Transfer ☒ Standard Contractual Clauses ☐ Processor BCR ☐ Other: _____
MazeMap AS Ferjemannsveien 10, 7042 Trondheim, Norway	Netherlands	MazeMap is only used for new customers and is optional. Visual representation of floor maps including names/IDs of desks, rooms and/or spaces. No personal data is processed by MazeMap.	☒ No Restricted Transfer ☐ Standard Contractual Clauses ☐ Processor BCR ☐ Other: _____
Pointr USA Limited 31 St. James Avenue, Floor 6, Boston MA 02116	United Kingdom (MS Azure)	Indoor positioning using anonymous identifiers. Only relevant for customers receiving the PointR services directly from Siemens / BRI.	☐ No Restricted Transfer ☒ Standard Contractual Clauses ☐ Processor BCR ☐ Other: _____