

How We Process Personal Data

Below you will find information on how Personal Data Controlled by Customers of the BM Group are Processed in the context of the BuildingMinds Platform Services, BuildingMinds Apps, and Professional Services (collectively “**Service(s)**”) which are provided by a BM Group entity as a Contractor:

Definitions

In the context of this document all capitalized terms which are defined in the General Data Protection Regulation (EU 2016/679 - “**GDPR**”) shall have the meaning as defined in the GDPR.

The term “**BM Group**” refers to BuildingMinds Technology AG and its corporate affiliates, the term “**Customer**” shall mean the customer Controlling the Personal Data, the term “**Contractor**” shall mean the BM Group entity Processing Personal Data Controlled by the Customer and the terms BuildingMinds Platform Services, BuildingMinds Apps, Professional Services, and Services refer to the products and services defined in the individual contract between the Customer and the Contractor (“**Contract**”).

Processing of Personal Data

Personal Data are Processed to provide Services under the Contract in accordance with its terms. The respective roles and responsibilities of the members of the BM Group with respect to the provision of the BuildingMinds Platform Services, BuildingMinds Apps, and Professional Services are described below.

Hosting of Personal Data

The BuildingMinds Platform is hosted by Microsoft. For more information, please refer to your Data Processing Agreement.

Roles and Responsibilities of the BM Group Entities

The following members of the BM Group are responsible for the following Processing activities:

BuildingMinds Technology AG

BuildingMinds Technology AG, Seestrasse 55, 6052 Hergiswil (NW), Switzerland is the central contracting hub of the BM Group for international Contracts and for international Master Services Agreements which may provide a framework for individual Contracts, and serves as the Customers’ central point of contact. BuildingMinds Technology AG has sub-contracted the provision of all Services to BuildingMinds GmbH. BuildingMinds Technology AG will therefore only have access to Personal Data (whether as a Contractor or not) for contract administration and accounting purposes.

BuildingMinds Technology AG, Seestrasse 55, 6052 Hergiswil (NW), Switzerland is the central contracting hub of the BM Group for international Contracts and for international MSAs which may provide a framework for individual Contracts, and serves as the Customers' central point of contact. BuildingMinds Technology AG has contracted the provision of all Services to BuildingMinds GmbH. BuildingMinds GmbH has contracted customer and contract administration to BuildingMinds Technology AG. BuildingMinds Technology AG will therefore have access to Personal Data (whether as a Contractor or not) for contract administration and accounting purposes only.

BuildingMinds Technology AG currently retains no sub-processors other than the BM Group entities specified in this document.

BuildingMinds GmbH

BuildingMinds GmbH, Friedrichstrasse 76 (WeWork), 10117 Berlin, Germany is the central technical and operational hub of the BM Group. BuildingMinds GmbH operates the BuildingMinds Platform, develops and operates the BuildingMinds Apps, and provides all Services, whether as a Contractor or as a sub-contractor of other BM Group entities. BuildingMinds GmbH therefore has access to all Personal Data Processed on behalf of Customers within the BM Group and Processes such Personal Data for the provision of the Services.

BuildingMinds GmbH has currently engaged the following sub-processors for the following activities:

Sub-processor	Address	Description of Services
Microsoft Deutschland GmbH	Walter-Gropius-Straße 5, 80807 Munich, Germany https://www.microsoft.com/de-de/contact.aspx	Provision of Business consultancy services
Urjanet, Inc.	1350 Spring Street NW, Suite 300, Atlanta, GA 30309 https://urjanet.com/	Provision of Utility Provider integration services
Mailjet SAS	13-13 bis, rue de l'Aubrac, 75012 Paris, France https://www.mailjet.com/	Provision of Mailing services
MongoDB Ltd.	Building two, Number One Ballsbridge, Dublin 4, Ireland https://www.mongodb.com/contact	Provision of Data Storage