

Appendix: Data Processing Agreement (DPA)

pursuant to Art. 28 EU General Data Protection Regulation (GDPR)

By installing and using the software, the Customer (hereinafter "Controller") concludes this Data Processing Agreement with the Provider (hereinafter "Processor").

1. Subject Matter and Duration of Processing

Subject Matter: The Processor handles the processing of personal data to provide the software "Lobby" (resource and attendance management) on behalf of the Controller.

Duration: Processing begins upon installation of the software and takes place for an indefinite period until the termination of the main contract (e.g., via uninstallation of the app) by either party.

2. Nature, Purpose, and Data Subjects of Processing

Nature of Processing: Collection, recording, organization, structuring, storage, retrieval, consultation, use, erasure, or destruction of data.

Purpose of Processing: Provision of a platform for booking workplaces, parking spaces, and resources as well as for sharing attendance status within the corporate context of the Controller.

Types of Data:

- **Personal master data:** e.g., Slack/Teams User IDs, display names
- **Communication data:** e.g., Slack Team IDs, Teams Tenant IDs, workspace/tenant names, channel IDs
- **Usage data:** e.g., timestamps of bookings, booked resources, absence status like home office or sickness
- **Optional data:** e.g., voluntarily stored license plates for parking spaces

Data Subjects: Employees of the Controller as well as external guests, if applicable, managed through the system.

3. Obligations of the Processor

The Processor processes personal data exclusively as contractually agreed or as instructed by the Controller. He confirms that he is familiar with the relevant data protection regulations and

undertakes to maintain confidentiality. All persons deployed by him for processing have been bound to confidentiality. Processing takes place exclusively within the EU or the EEA.

4. Subcontracting Relationships (Subprocessors)

The Controller agrees to the engagement of the following subprocessor for data processing:

- **Company:** Hetzner Online GmbH
- **Location:** Germany (EU)
- **Service:** Provision of server and database capacities (Hosting)

The Processor ensures that the subprocessor is contractually subject to at least the same data protection obligations as agreed upon in this contract.

5. Technical and Organizational Measures (TOMs)

The Processor has implemented appropriate technical and organizational measures pursuant to Art. 32 GDPR to ensure the security of processing. These include in particular:

- **Confidentiality:** Logical separation of tenant data in the database; password and SSH key-protected access to the servers; consistent encryption of data transmission (HTTPS/TLS).
- **Integrity:** No unauthorized entry or modification of data; safeguarding the application against unauthorized access.
- **Availability:** Utilization of the professional data center infrastructure of Hetzner Online GmbH (ISO 27001 certified) incl. protection against accidental destruction or loss.

6. Termination of the Order

Upon completion of the provision of the processing services (e.g., after uninstallation of the app by the Controller), the Processor will delete all personal data that came into his possession in connection with the contractual relationship in a data protection-compliant manner, unless Union law or Member State law requires storage of the personal data. Regardless of contract termination, a server-side automated deletion routine strictly and irrevocably removes historical attendance and booking data of the affected individuals from the database after 90 days.