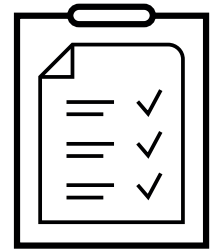




Implenia



CHECKLIST

# DATA PROTECTION ISSUES

## When to contact the Data Protection Team

The Data Protection Team is responsible for corporate data protection. Issues that touch on data protection require the involvement of the Data Protection Team either in advance or immediately. This results from legal requirements or our internal data protection rules. The involvement of the Data Protection Team ensures that the personal data of our employees, business partners, tenants, and third parties is handled in compliance with data protection regulations. In addition, various data protection documentation must be prepared and stored, and information must be provided for data subjects on specific topics.

**Please get in touch with us as soon as you come into contact with one of the following topics:**



### Exercise of data subject rights, e.g.:

- Requests for information, deletion, or correction of personal data
- Questions and complaints about data processing



### Data protection breaches (suspected or detected), e.g.:

- Sending/receiving an e-mail with sensitive or personal data to/as the wrong recipient
- Sharing files or folders containing sensitive or personal data with/as an unauthorised person(s)
- Replying to a phishing e-mail with disclosure of personal information (e.g., passwords)
- Loss/discovery of documents or data carriers containing (potentially) confidential data



IMMEDIATE  
INFORMATION



### Installation and operation of camera equipment for Implenia or our customers, e.g.:

- Video cameras for access control or construction site security
- Webcams for viewing and documenting construction progress
- Cameras for monitoring technical equipment



### Use of drones: for marketing purposes or other applications



### Procurement of new software or expansion of existing solutions, e.g.:

- Launch of internal (IT) projects that process personal data (of employees, business partners, tenants)
- Especially when purchasing AI software or products that collect biometric data (such as fingerprints)



### Setting up new or adapting existing internal processes involving the processing of personal data



**Conclusion of service contracts**, in particular in the area of IT, which involve the processing of personal data (such as names, e-mail addresses, dates of birth, functions of employees, business partners, tenants, or third parties) either directly or through inspection



### Creation of a new project website



INTEGRATION  
IN PLANNING

**Thank you for your help! We look forward to hearing from you.**



Data Protection Team