

Data Protection
Policy

Data Protection Policy

Data protection / IT security at Instone

Data protection and IT security are important to us, as violations of these two areas can result in significant financial and reputational damage. Instone therefore follows the legal regulations on the protection and security of personal data and has appointed an external data protection officer. Our IT landscape is adapted to the current legislation. The technical and organizational measures for data protection are also regularly checked to ensure that they are up to date. To ensure adequate data security, Instone has issued guidelines for internal IT security and for our external IT service providers.

Privacy and data protection

We respect privacy and protect confidential information and data from all eligible groups from whom we process personal data, such as

- Prospective buyers / buyers
- Business partners
- Employees of our contractors on our construction sites
- Applicants
- Employees or
- Shareholders

Instone has published data protection information in particular, which you can access **HERE**.

Data protection officer and data protection team

Our data protection team and our external data protection officer advise our employees and monitor compliance with data protection regulations. Our data protection officer is available as a contact person for our employees, customers and business partners if required. His contact details are as follows:

TÜV Rheinland i-sec GmbH
Am Grauen Stein
51105 Köln
Phone: +49 221 56783-505
E-Mail: Datenschutzbeauftragter@instone.de

Employees

Our employees are trained annually in data protection-related issues and information material made available.

IT-Security

In the context of an IT security guideline, we have also specified notes and instructions for our employees through which IT security in the company can be improved together with the IT department. This regulates, for example, the handling of the hardware made available, user IDs and passwords, data backup and confidentiality as well as protection against malware and cyber attacks