

LaSalle Supplemental Privacy Statement for Individuals in China

Effective Date: September 2024

To fulfil the requirements of the applicable personal information privacy laws in the People's Republic of China ("China") including the Personal Information Protection Law of China ("PIPL"), the following supplemental statement is released. For more information about how we process information please view our Privacy Statement [hyperlink: <https://www.lasalle.com/legal/privacy-statement/>].

With respect to the handling activities of personal information of individuals in China, if there is any conflict between this LaSalle Supplemental Privacy Statement for Individuals in China and LaSalle's Privacy Statement, this LaSalle Supplemental Privacy Statement for Individuals in China shall prevail; and if there is any conflict between LaSalle's Privacy Statement and the laws and regulations of the People's Republic of China, the laws and regulations of the People's Republic of China shall prevail.

1. LaSalle (Shanghai) Enterprise Management Consultancy Co.,Ltd's legal basis for collecting and processing your personal information

LaSalle collects and uses your personal information on the following legal bases:

- 1.1. With your consent;
- 1.2. Necessary for the conclusion and performance of a contract to which you are a party, or necessary for the implementation of human resources management in accordance with the labor rules and regulations formulated in accordance with the law and the collective contract signed in accordance with the law;
- 1.3. Necessary for the performance of statutory duties or obligations;
- 1.4. It is necessary to respond to public health emergencies or to protect the life, health and property safety of natural persons in an emergency;
- 1.5. Collect and use your personal information within a reasonable scope for the public interest, such as news reporting and public opinion supervision;
- 1.6. In accordance with applicable laws and regulations, process your personal information that you have disclosed or that has been legally disclosed within a reasonable scope;
- 1.7. Other circumstances provided for by laws and administrative regulations.

2. How LaSalle collects and uses your personal information

LaSalle collects and process the following personal information about you in writing and electronically for the purposes of providing services to you, establishing cooperation with you, entering into and performing contracts with your company, achieving contractual delivery obligation, fulfilling payment obligations, and providing after-sales services.

- 2.1. For the purpose of entering into and performing contracts with your company, and fulfilling contractual delivery obligations, etc., we will collect and record your personal information (including personal name, email address, address and phone number) based on your submission, and LaSalle and/or LaSalle's vendors will provide the contracted services to you.
- 2.2. For the purpose of providing services to you, establishing cooperation, sending reports or information to you, fulfilling your subscription needs, meeting your personalized requirements, and providing after-sales services, we will collect and record your

- personal information, (including personal name, email address, position, phone number, mobile number, fax, date of birth, address, city, state, country, postal code).
- 2.3. For the purpose of managing contract signed with you / your company and fulfill obligations such as payment, financial audit, we will collect and record your personal information, (including personal name, email address, phone number, personal ID number, bank account number).
 - 2.4. For the purpose of contacting your company, fulfilling contracts, and providing services to LaSalle's ultimate clients, fulfill obligations as agreed in contract such as payment, service review, vendor management, we will collect and record your personal information, including personal name, email address, phone number, position, personal ID number, bank account number).

The processing of the above personal information (including sensitive personal information therein) is necessary for LaSalle to achieve the above purposes, and if you do not allow LaSalle to process your aforementioned personal information (including sensitive personal information therein) for the above purposes, LaSalle will not be able to achieve the above purposes. In view of the fact that once your sensitive personal information is leaked or illegally used, it is easy to cause your personal dignity to be infringed or your personal and property safety to be endangered, LaSalle will take strict organizational and technical measures to protect the security of your personal information and minimize the adverse impact on your personal rights and interests.

If you have any questions about LaSalle processing of your sensitive personal information, or wish to exercise your rights in your personal information processing activities, you can use the online form on the official website of the CN.Privacy@lasalle.com or online form on LaSalle official website [<https://privacyportal-uk.onetrust.com/webform/8b38fb7a-e22c-4087-8432-aa293b8c2e1a/588364e5-7d44-476d-9ab5-ec7e9efa1bd7>].

We provide products and services to you and may use Cookies and similar tools and plug-ins, and related Cookies and similar tools and plug-ins may collect and process your personal information. Detailed information about the Cookies and similar tools and plug-ins we use can be found in the Cookie Statement [[hyperlink: https://www.lasalle.com/legal/cookies/](https://www.lasalle.com/legal/cookies/)].

3. Cross-border Data Transfer (“CBDT”)

- 3.1. Due to the global nature of LaSalle's business, we may transfer your personal information (including personal name, email address, company title, phone number, mobile number, fax, date of birth, address, city, state, country, postal code, position, personal ID number, bank account number) outside of China by renting a dedicated line with an operator or the public Internet. The overseas recipient is Jones Lang LaSalle Incorporated, the parent company of LaSalle in Maryland, USA (Tel. +1(312) 7825800. 7, St. Paul Street, Baltimore, Maryland, 21202, U.S.A.) (Hereinafter referred to as “overseas recipient”).
- 3.2. Processing method: Authorized persons may view, edit and download relevant personal information from outside China.
- 3.3. Purpose of processing: As the U.S. parent company of LaSalle, the personal information shared will be used for user analysis (big data) and business strategy development and for the purposes described in Article 2.2, 2.3 and 2.4 of this LaSalle Supplemental Privacy Statement for Individuals in China.

- 3.4. The overseas recipient will retain your personal information in accordance with the necessary requirements for achieving the aforementioned purposes and applicable laws and regulations, as follows:
The retention period for your personal information is specified in our retention schedule. After receiving your personal information, the overseas recipient will retain it for the duration specified in the retention schedule.
Upon expiration of the retention period, your personal information will be deleted or anonymized. If the technical feasibility of deleting your personal information is challenging, your personal information will only be stored and necessary security measures will be taken, without further processing or use for other purposes.
- 3.5. If any circumstances specified in Article 4.3 of LaSalle Supplemental Privacy Statement for Individuals in China exist, we will delete your personal information. You also have the right to contact us at CN.Privacy@lasalle.com or online form on LaSalle official website [<https://privacyportal-uk.onetrust.com/webform/8b38fb7a-e22c-4087-8432-aa293b8c2e1a/588364e5-7d44-476d-9ab5-ec7e9efa1bd7>] to request the deletion of your personal information. If the retention period prescribed by laws and regulations has not expired or if the technical feasibility of deleting your personal information is challenging, we will cease processing activities beyond storage and will implement necessary security measures.
- 3.6. When transferring your personal information outside of China, LaSalle will comply with the provisions of the Personal Information Protection Law of the People's Republic of China and LaSalle's Privacy Statement regarding the cross-border transfer of personal information. If you have any questions or concerns about LaSalle providing your personal information to entities outside of China, or wish to exercise your rights regarding the processing of your personal information, you can contact CN.Privacy@lasalle.com, online form on LaSalle official website [<https://privacyportal-uk.onetrust.com/webform/8b38fb7a-e22c-4087-8432-aa293b8c2e1a/588364e5-7d44-476d-9ab5-ec7e9efa1bd7>] or PrivacyEnquiries@jll.com.

4. Your rights in your personal information processing activities

You have the following rights in relation to the processing of your personal information:

- 4.1. Access to personal information
You have the right to access and copy your personal information from us.
- 4.2. Correction of Personal Information
If you find that your personal information is inaccurate or incomplete, you have the right to request us to correct or supplement it.
- 4.3. Delete Personal Information
You have the right to request us to delete your personal information under the following circumstances:
- (1) The purpose of the processing has been achieved, cannot be achieved, or is no longer necessary to achieve the purpose of the processing;
 - (2) We stop providing products or services, or the retention period has expired;
 - (3) You withdraw your consent;
 - (4) We process personal information in violation of laws, administrative regulations or agreements;
 - (5) Other circumstances provided for by laws and administrative regulations.

If the retention period stipulated by laws and administrative regulations has not expired, or it is technically difficult to delete personal information, we will stop processing except for storage and taking necessary security protection measures.

4.4. Withdrawal of Consent

For your personal information processed on the basis of consent, you have the right to withdraw consent, but the withdrawal of consent does not affect the lawfulness of the personal information processing activities that have been carried out on the basis of consent before the withdrawal. In addition, you are responsible for the consequences of withdrawing your consent and making it impossible to continue processing your personal information.

4.5. Request data transfer

You can request the transfer of your personal information to the personal information processor designated by you, and LaSalle will provide a way to transfer it if the conditions stipulated by Cyberspace Administration of China are met.

4.6. Explain the rules for handling personal information

You have the right to request us to explain the rules for processing personal information.

4.7. The right to know, the right to decide, and the right to restrict or refuse others to process your personal information

You have the right to know and decide on the processing of your personal information, and have the right to restrict or refuse the processing of your personal information by others; except as otherwise provided by laws and administrative regulations.

4.8. How to exercise the above rights

You can exercise your rights regarding personal information processing activities by contacting LaSalle through the contact details set out in this Supplemental Privacy Statement for Individuals in China.

LaSalle will respond to your request within the timeframe required by law. If the situation involved is complex and requires longer processing, LaSalle will also inform you in a timely manner.

If the request to exercise your rights in the processing of personal information cannot be realized, LaSalle will explain the reasons.

5. Retention Period

We endeavor to keep your information only as required or permitted by applicable laws and our retention schedule. We will then delete or anonymize your personal information in a safe and secure manner. If it is technically difficult to delete your personal information, we will only store and take necessary security measures, and will not further process your personal information or use it for other purposes.

6. Protection of personal information of minors

The products and services we offer are not directed to minors. If a parent or legal guardian discovers that a minor has provided us with personal information without their consent, please contact us using the contact details described in this LaSalle Supplemental Privacy Statement for Individuals in China and we will delete such information.

7. Contact and Feedback

If you have questions about the processing of your personal information, please contact us through our privacy-related questions online form [hyperlink: <https://privacyportal->

uk.onetrust.com/webform/8b38fb7a-e22c-4087-8432-aa293b8c2e1a/588364e5-7d44-476d-9ab5-ec7e9efa1bd7] or CN.Privacy@lasalle.com. LaSalle will respond to your request within the timeframe required by law. If the situation involved is complex and requires longer processing, LaSalle will also inform you in a timely manner.

If you are not satisfied with our response, you may contact the department responsible for protecting personal information in your region to make a complaint.

How to Exercise Your Rights: To exercise your rights described in the Privacy Statement and/or any other applicable rights under applicable law in relation to personal information, please contact CN.Privacy@lasalle.com.