

## WEBSITE PRIVACY POLICY

Kilroy Realty Corporation (“**Kilroy**,” “**Company**,” “**our**,” “**us**,” or “**we**”) is committed to your right to privacy and to keeping your personal information safe. This privacy policy (the “**Privacy Policy**”) describes the types of information we may collect from you or that you may provide when you visit the website [www.kilroyrealty.com](http://www.kilroyrealty.com) (our “**Website**”) and our practices for collecting, using, maintaining, protecting, and disclosing that information. This Privacy Policy also applies to information we collect in electronic messages between you and this Website and information collected from Kilroy’s asset management and leasing websites that include links to this Privacy Policy. This Privacy Policy does not apply to information collected by us offline or through any other means, including on any other website operated by us or any third party or through any application or content (including advertising) that may link to or be accessible from our Website.

Our Website is intended for users in the United States only. The servers that make our Website available are located in the United States. **If you are a non-resident of the United States, do not use this Website or provide us with any of your personal information.**

This Privacy Policy may change from time to time (see [Revisions to Our Privacy Policy](#)). If any term in this Privacy Policy is unacceptable to you, do not use our Website or provide us with any personal information. By using our Website and/or providing us your personal information, you signify your acknowledgement of this Privacy Policy.

### **I. INFORMATION WE MAY COLLECT & HOW WE COLLECT IT**

Our Website collects information about you in the following ways:

1. Information You Give to Us When You Contact Us or Request Information.

When you choose to contact us (e.g., by email or an online contact form), register for an event, or request e-mail alerts or other information, we may receive information that can identify you or your business and include such items as your name, your employer’s name, e-mail and U.S. mail addresses, and office and home telephone and fax numbers. If you join our e-mail alert services, we may send you, via e-mail, press releases or other similar messages. If you do not wish to receive these communications from us anymore, please use the unsubscribe mechanism included in the e-mail communication or send an e-mail to [dataprivacy@kilroyrealty.com](mailto:dataprivacy@kilroyrealty.com).

2. Information We Automatically Collect About You.

As with many websites, as you interact with our Website, we may use automatic data collection technologies to collect and log certain information about your equipment, browsing actions, and patterns, including details of your visits to our Website (e.g., traffic data, logs, other communication

data, and resources that you access and use on our Website) and information about your computer and internet connection (including your IP address, operating system, and browser type).

3. Cookies

The technologies we use for automatic data collection include cookies (i.e., browser cookies), flash cookies, and web beacons. We may store cookies (e.g., locally stored objects) on your computer's hard drive when you use our Website. These devices help us speed up your future activities or improve your experience by remembering the information that you have already provided to us. Third parties operating on behalf of us and/or its affiliates may also use these devices to provide us with anonymous data and information regarding the use of our Website. At your option, you may block or delete devices from your hard drive. However, by disabling such tracking devices, you may not have access to the entire set of features of our Website. For more information about cookies, including links to web browser instructions for disabling and managing such tracking devices, visit <http://www.usa.gov/optout-instructions.shtml>.

We use Google Analytics to collect information on your use of our Website. Google Analytics collects information such as how often users visit our Website, what pages they visit, and other sites visited prior to or after coming to this site. The data collected through these tools is not tied to other personal information that we collect about you. To know more about data collected by Google Analytics, visit <http://www.google.com/policies/privacy/>. You may prevent the use of Google Analytics by disabling cookies as described above. You may also prevent Google Analytics from recording the data generated by the cookie and pertaining to your use of our Website (including your IP address), or processing this data, by downloading and installing the following browser plug-in available through Google at the following link: <https://tools.google.com/dlpage/gaoptout>.

## **II. OTHER INFORMATION WE COLLECT ABOUT YOU**

Kilroy may also collect and receive information about you from the following websites, which Kilroy will use in accordance with this Privacy Policy:

1. Kilroy Property Websites.

We may receive personal information about you collected from other Kilroy property websites that are operated by its third-party property managers.

2. Asset Management Websites.

We collect information about you when you visit our asset management websites, which includes contact information provided by prospective tenants, information related to onboarding new tenants and property managers, and information collected through a variety of web forms available (e.g.,

keycard registration, locker rental). These websites also use the automatic data collection technologies outlined in Section I(3) of this Privacy Policy.

3. Leasing Websites.

We may also receive information about you when you choose to contact us through our leasing websites (e.g., send us an email with a question about a Kilroy project or complete one of our online contact forms), register for an event, or request e-mail alerts or other information. We may receive information that can identify you or your business and include such items as your name, your employer's name, e-mail and U.S. mail addresses, and office and home telephone and fax numbers. If you join our e-mail alert services, we may send you, via e-mail, press releases or other similar messages. If you do not wish to receive these communications, please use the unsubscribe mechanism included in the e-mail communication or send an e-mail to [dataprivacy@kilroyrealty.com](mailto:dataprivacy@kilroyrealty.com).

4. Event Websites.

We may also collect information about you when you register for one of our events on a third-party website (e.g., name, company name, email address, and comments).

### **III. HOW WE USE AND SHARE THE INFORMATION WE COLLECT**

We may use or disclose the information we collect for the following business purposes:

- We may use your information to provide our Website and its contents to you.
- We may use your personal information to fulfill or meet the reason you provided the information (e.g., to respond to your e-mail or request for information).
- We may use your personal information in order to communicate with you about our properties and services or to provide you with information or marketing materials that may be of interest to you. If you do not wish to receive these communications from us anymore, please use the unsubscribe mechanism included in the e-mail communication or send an e-mail to [dataprivacy@kilroyrealty.com](mailto:dataprivacy@kilroyrealty.com).
- In the event of a sale, merger, consolidation, change in control, transfer of substantial assets, reorganization, or liquidation, we may transfer, sell, or assign to third parties information concerning your relationship with us, including, without limitation, personally identifiable information that you provide and other information concerning your relationship with us.
- We may disclose your personal information if permitted by law or required to do so by law, court order, or government regulations or where we believe such action is necessary in order to protect or defend our interests or the interests of our customers or users of our Website.
- We may disclose your personal information to help maintain the safety, security, and integrity of our Website, products and services, databases and other technology assets, and business.

- We may aggregate and use the information you provide to us or that we collect through our automatic data collection technologies for system administration and to monitor the use of our Website. We use the aggregated information to measure the number of visits to our Website, the average time spent on our Website, the number of pages viewed, and to monitor various other Website statistics. This monitoring helps us evaluate how our Website is used and helps us continuously improve the content we provide.
- We may use your information for any other purpose disclosed by us when you provide the information or with your consent.
- We may transfer your personal information to third parties for the performance of services provided to us, including third party providers of services related to the operation and management of our Website, or in connection with the administration and support of the activities noted above.

If we disclose personal information to a third party for a business purpose, we enter into a contract that describes the purpose and requires the recipient both to keep that personal information confidential and not to use it for any purpose except performing the contract.

#### **IV. THIRD-PARTY WEBSITES**

Our Website may contain links or references to other websites outside of our control, and this Privacy Policy does not apply to these websites.

#### **V. CHILDREN'S PRIVACY**

Our Website is not intended for children under 13 years of age. No one under 13 may provide any personal information to or on our Website. We do not knowingly collect personal information from children under 13. If you are under 13, do not use or provide any information on this Website. If we learn we have collected or received personal information from a child under 13 without verification of parental consent, we will delete that information. If you believe we might have any information from or about a child under 13, contact us by phone at 833-319-2998 or email at [dataprivacy@kilroyrealty.com](mailto:dataprivacy@kilroyrealty.com).

#### **VI. REVISIONS TO OUR PRIVACY POLICY**

We reserve the right to change this Privacy Policy at any time. Any changes we make will be posted on this page. If we make material changes to how we treat your personal information, we will notify you via our Website. The date this Privacy Policy was last updated/reviewed is identified below. You are responsible for periodically monitoring and reviewing any updates to this Privacy Policy. Your continued use of our Website after such amendments will be deemed your acknowledgement of these changes to this Privacy Policy.

## **VII. CONTACT INFORMATION**

Should you have any questions or concerns about this Privacy Policy or the collection of information, contact us by phone at 833-319-2998 or email at [dataprivacy@kilroyrealty.com](mailto:dataprivacy@kilroyrealty.com).

## **VIII. EFFECTIVE DATE OF POLICY**

This Privacy Policy is effective and was last updated on July 31, 2019.

## **IX. ADDITIONAL INFORMATION FOR CALIFORNIA RESIDENTS**

The below information supplements this Privacy Policy and applies solely to all visitors, users, and others who are residents of the State of California (“**consumers**” or “**you**”) as of January 1, 2019. We include this additional information to comply with the California Consumer Privacy Act of 2018 (“**CCPA**”), and any terms used but not defined in this section have the same meaning as defined in the CCPA.

### **1. Information We Share With Third Parties**

Kilroy may disclose your personal information to a third party for a business purpose as described in this Privacy Policy. When we disclose personal information for a business purpose, we enter into a contract that describes the purpose and requires the recipient both to keep that personal information confidential and not to use it for any purpose except performing the contract.

### **Disclosures of Personal Information for a Business Purpose**

In the preceding 12 months, we have disclosed the following categories of personal information for a business purpose:

- Identifiers such as name, mailing address, phone number, fax number, IP address, email address, or other similar identifiers.
- Internet or other similar network activity, including but not limited to, browsing history, search history, activity history, resources (e.g., videos, articles, and PDFs) that you access, download and use on our website, traffic data, location data, logs, language, date and time of access, frequency, http response code, and other communication data or information regarding your interaction with an Internet web site (including our Website).

We disclose your personal information for a business purpose to our service providers.

**Sales of Personal Information**

In the preceding 12 months, we have not sold our consumers' personal information.

**2. Rights With Regard To Your Personal Information**

The CCPA provides consumers with specific rights regarding their personal information. This section describes your CCPA rights and explains how to exercise those rights.

**Access to Specific Information and Data Portability Rights**

You have the right to request that we disclose certain information to you about our collection and use of your personal information over the past 12 months. Once we receive and confirm your verifiable consumer request (see Exercising Access, Data Portability, and Deletion Rights), we will disclose to you:

- The categories of personal information we collected about you.
- The categories of sources for the personal information we collected about you.
- Our business or commercial purpose for collecting or selling that personal information.
- The categories of third parties with whom we share that personal information.
- The specific pieces of personal information we collected about you.
- If we sold or disclosed your personal information for a business purpose, two separate lists disclosing:
  - The categories of personal information that we sold about you and the categories of third parties to whom the personal information was sold.
  - The categories of personal information that we disclosed about you for a business purpose.

**Deletion Request Rights**

You have the right to request that we delete any of your personal information that we collected from you and retained, subject to certain exceptions. Once we receive and confirm your verifiable consumer request (see Exercising Access, Data Portability, and Deletion Rights), we will delete (and direct our service providers to delete) your personal information from our records, unless an exception applies. We may deny your deletion request if retaining the information is necessary for us (or our service provider(s)) to:

- Complete the transaction for which we collected the personal information, provide a good or service that you requested, take actions reasonably anticipated within the context of our ongoing business relationship with you, or otherwise perform our contract with you.
- Detect security incidents, protect against malicious, deceptive, fraudulent, or illegal activity; or prosecute those responsible for such activities.
- Debug products to identify and repair errors that impair existing intended functionality.

- Exercise free speech, ensure the right of another consumer to exercise his or her free speech rights, or exercise another right provided for by law.
- Engage in public or peer-reviewed scientific, historical, or statistical research in the public interest that adheres to all other applicable ethics and privacy laws, when the deletion of information may likely render impossible or seriously impair the achievement of such research, if you previously provided informed consent.
- Enable solely internal uses that are reasonably aligned with consumer expectations based on your relationship with us.
- Comply with a legal obligation (including complying with the California Electronic Communications Privacy Act (Cal. Penal Code § 1546 et. seq.).
- Otherwise use your personal information, internally, in a lawful manner that is compatible with the context in which you provided the information.

**Exercising Access, Data Portability, and Deletion Rights**

To exercise the access, data portability, and deletion rights described above, submit a verifiable consumer request to us by either calling us at 833-319-2998 or emailing us at [dataprivacy@kilroyrealty.com](mailto:dataprivacy@kilroyrealty.com).

We will only use personal information provided in your consumer request to verify your identity or authority to make the request. We cannot respond to your request if we cannot verify your identity or authority to make the request. Only you, or a person registered with the California Secretary of State that you authorize to act on your behalf, may make a verifiable consumer request. You may also make a verifiable consumer request on behalf of your minor child.

You may only make a verifiable consumer request for access or data portability twice within a 12-month period. The verifiable consumer request must:

- Provide sufficient information that allows us to reasonably verify that you are the person about whom we collected personal information or an authorized representative.
- Describe your request with sufficient detail that allows us to properly understand, evaluate, and respond to it.

**Response Timing and Format**

We will make our best effort to respond to a verifiable consumer request within 45 days of its receipt. If we require more time, we will inform you of the reason and extension period in writing. For data portability requests, we will select a format that is readily useable and should allow you to transmit the information from one entity to another entity without hindrance. We do not charge a fee to process your verifiable consumer request unless it is manifestly unfounded or excessive.

3. Non-Discrimination

Unless permitted by applicable law, we will not discriminate against you for exercising any of your privacy rights under CCPA, including, but not limited to, by:

- Denying you goods or services.
- Charging you different prices or rates for goods or services, including using discounts or other benefits or imposing penalties.
- Providing you a different level or quality of goods or services.
- Suggesting that you will receive a different price or rate for goods or services or a different level or quality of goods or services.

4. Other California Privacy Rights

California's "Shine the Light" law (Civil Code Section § 1798.83) permits users of our Website that are California residents to request certain information regarding our disclosure of personal information to third parties for their direct marketing purposes. To make such a request, send an email to [dataprivacy@kilroyrealty.com](mailto:dataprivacy@kilroyrealty.com) or call us at 833-319-2998.