

## ACCESS CREDENTIAL AGREEMENT – BASIC ACCESS

<b>TO:</b>	<b>HOOPP REALTY INC. AND THE CANADA LIFE ASSURANCE COMPANY (the “Landlord”) and its agents (collectively the “Companies”)</b>
<b>Complex:</b>	<b>Vancouver Centre I and II (the “Complex”)</b>

### I hereby acknowledge and agree that:

1. I am an employee, contractor, sublicensee, suboccupant or invitee of a tenant in the Complex (the “Tenant”).
2. The Tenant has requested that the Landlord’s property manager (the “Property Manager”), currently GWL Realty Advisors Inc., issue a building access credential to me (the “Access Credential”) in either card, FOB, mobile or such other format offered by the Landlord.
3. The purpose of the Access Credential is to allow me access to the Tenant’s premises and any common area of the Complex designated by the Companies from time to time, in a manner which protects the security of the Complex, its tenants and other occupants.
4. I consent to the Property Manager collecting, using, and disclosing my personal information for the purposes of issuing and administering my Access Credential, facilitating access to the Complex as described in paragraph 3 above, and emergency and incident reporting. This information may include my name, photograph, contact information (such as my business or personal telephone number, mobile number, or email address), access credential number, employer name, employer address, employee number, signature, date and time logs of access in and out of access points in the Complex, location where the Access Credential is used (including within the Tenant’s premises), and video footage from surveillance cameras. The Property Manager will share my personal information with the Tenant for the purposes of Complex security, health and safety, managing space utilization, administering any employment or contractual relationship with me, and monitoring compliance with and/or enforcing work related policies and/or governmental orders. The Property Manager may transfer my personal information to a successor property manager selected by the Landlord who may use my personal information as described herein. My personal information may also be shared with the Landlord or property owner for the purposes of managing the Tenant’s tenancy and providing statistical analysis or reporting. In addition, the Property Manager will share my personal information with others (such as law enforcement, other occupants of the Complex, or insurers) in connection with an investigation, suspected safety or security incident, claim, or as permitted or required by law.

My personal information will be maintained on the Property Manager’s premises or servers (or those of its service providers), which may be located outside of Canada and will be accessible by authorized employees, representatives or agents. My personal information may be subject to disclosure to law enforcement officials and other authorities, as permitted or required by law, both inside and outside of Canada. My information will be handled in accordance with the Property Manager’s Privacy Statements and Guidelines, currently available at <https://www.gwlrealtyadvisors.com/privacy/>. I may request additional information about the Property Manager’s personal information handling practices, or request access to or correction of my personal information, by emailing or writing to the Property Manager’s Privacy Officer, currently at:

**GWL Realty Advisors Inc.**  
**Suite 1000, 33 Yonge Street | Toronto, Ontario, Canada | M5E 1G4**  
[gwlra\\_privacy@gwlra.com](mailto:gwlra_privacy@gwlra.com)

5. My use of the Access Credential shall be governed by the terms of my relationship with the Tenant, the Tenant’s lease, any Rules and Regulations for the building, and the directions of the Companies.
6. I agree not to store my mobile Access Credential on any “jailbroken” devices.
7. I will not share or allow any other person to use my Access Credential.

8. Other than authorized guests, which will be escorted at all times, I will not use my Access Credential to grant any other person access to the Complex or Tenant's premises nor will I allow any other person to follow me through secure doors.
9. I will immediately report to building security any loss or compromise of my Access Credential or any mobile device it is stored upon and acknowledge that there will be a charge for the cost of replacing any Access Credential.
10. My Access Credential may be terminated or amended upon the termination of my employment, contract or engagement with the Tenant, or at any time upon the request of the Companies or building security staff.
11. I acknowledge that this Agreement represents the entire agreement with respect to this subject matter, and I have not relied on any other agreements, covenants, warranties or representations of any kind whatsoever.
12. I acknowledge that my Access Credential may require the use of third-party applications that are not maintained or controlled in any way by the Landlord. Access to or use of applications to which links are provided are subject to the terms and conditions of such applications and their host. I am fully responsible for any use that I make of the content contained on such applications and I am solely responsible for the consequences of any use of or reliance on such content.

**I HEREBY STATE THAT I HAVE READ AND UNDERSTOOD EACH AND EVERY SECTION OF THIS DOCUMENT.**