

### What This Policy Covers

Mission West Properties, Inc. and its respective divisions and subsidiaries (collectively referred to as "Mission West", "We" or "Us") respect the privacy rights of their customers and other individuals who visit the Mission West website. We have created this Privacy Policy to advise our visitors of the types of personal and technical information that is or may be collected on this site and the policies and practices that Mission West follows with respect to the use and dissemination of such information. This Privacy Policy governs the Mission West website operated under URL <http://www.missionwest.com>. This policy does not cover any third-party sites, including any third-party sites that may, from time to time, be linked to the Mission West website or used to host specific pages on the Mission West website. We do not monitor or make any representation with respect to the practices of these third-party sites. If you have questions regarding the information gathering or dissemination activities of other sites, you should consult the privacy policies contained on those sites.

### What Information We Collect

The Mission West website collects personal information about you whenever you send an email to Mission West. Some of the types of personal information collected include your name, your email address and US mail addresses and office and fax numbers.

Mission West also collects technical information such as your Internet Protocol ("IP") address and your domain name. Mission West logs IP addresses and domain names as part of its efforts to monitor site usage, including the number of visits to our site, the average time spent on our site and the number of pages viewed. By tracking this type of information, we hope to continuously improve upon the content we provide and the products and services that are available to our customers. Mission West does not currently share these statistics with outside parties and our Web Site does not link IP addresses or domain names with any personal identifying information.

### Use of Cookies

We may use a type of "Cookie" to help us understand how our site is being used and to maintain your log-on information so as to customize the content you see on the Mission West website and eliminate having to reenter your log-on information each time you visit our site. We do not use Cookies to track your activities on sites outside of the Mission West website. "Cookies" are small files that some web sites place on your computer to facilitate web-page features and to keep track of the content you have seen on that and other websites. Mission West's use of Cookies is limited to the purposes described above.

### How Your Information Is Used

The personal and technical information we collect is used to improve the content and efficiency of the Mission West web site. More importantly, such information is used to help us identify and provide the type of products and services that meet the unique needs of each of our customers. If you choose to disclose your e-mail address through any request for information, service order or other correspondence, we may use it to periodically send you information about our company, your building or other topics of interest. We do not sell or provide personal information to third parties for their use,

unless such information is necessary to provide you with a product or service you have requested. Unless we state otherwise, any such third party does not have any right to use personal information in any way other than is necessary to provide the product or services you requested. We will disclose personal information to comply with valid legal processes such as a search warrant, subpoena, or court order, if we find that a user's actions violate our Conditions of use, or to protect our rights and property.

#### How Your Information Is Protected

Mission West takes steps that it believes to be reasonable and consistent with customary business practice to protect the information under our control from loss, misuse and alteration. Such information is not replicated or shared with any other entities except as described herein. At this time, encryption is not used to protect data transmissions to or from the Mission West website.

#### Choice/Opt-Out

We provide users the opportunity to opt-out of receiving electronic marketing communications from Mission West. To opt-out of receiving future electronic marketing communications, please send an email with the word "Remove" as the subject to [MSWINFO @ missionwest.com](mailto:MSWINFO@missionwest.com) . It may take up to 10 business days to remove you from our list, and there's a chance you may receive email from us within that time.

#### Changes to Policy

Mission West reserves the right to change this Privacy Policy at any time to reflect changes in its business practices. If we elect to make any material changes to the Privacy Policy, we will promptly notify you on this website.

#### Future use of information

This policy describes Mission West's current business practices related to the use of the information we collect on missionwest.com. In the future, Mission West may choose to change the way it collects and/or uses this information. Such new use may include the sale or transfer of all or a portion of its database information: (i) to providers of a service that Mission West believes is valuable to its customers, (ii) as part of a large-scale transaction affecting the ownership interests in Mission West (such as a merger or acquisition); or (iii) to the owner of a building that is sold by Mission West, thereby minimizing the inconvenience that will be experienced by our customers in connection with such a transition. In the event that Mission West makes a decision to sell or otherwise transfer ownership of all or a part of its database of information to an entity other than a successor to Mission West by merger or acquisition, Mission West will first attempt to contact, via e-mail, website posting or otherwise, those individuals whose information in the database will be transferred. Each individual will then have the opportunity to have their information deleted prior to the transfer of ownership.

#### Contact Information

We welcome your feedback. If you have any questions about this Privacy Policy or your experiences with the Mission West website, you can contact us by e-mail at [MSWINFO @ missionwest.com](mailto:MSWINFO@missionwest.com).