



Vereniging van Eigenaren Waterlelie

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Privacy Statement

Version 13-11-2020

1. Introduction

To fulfil its tasks and responsibilities as stated in its deed of division and the law, VvE Gebouw de Waterlelie ('the VvE') processes personal data. In this document ("Privacy Statement") describes which data is involved and how it is processed. This document was written by the board of the VvE in the context of the GDPR, to which the VvE also is bound.

2. Personal data

The VvE processes personal data of the owners of the apartment rights that are held under the VvE (for apartments and parking spaces), as well as details of any residents/tenants of the relevant apartment rights who do not own the property themselves. This includes the following data:

- Name, address, e-mail address(es), telephone number(s), account number(s)

The VvE only processes the above-mentioned ordinary personal data and not so-called 'special personal data', to which the law imposes additional requirements. The VvE will therefore not request, request or record such special personal data.

3. Purposes of processing

This data is processed for the following purposes:

- General communication with owners and residents about association matters, including invitations to the owners' meeting and the distribution of newsletters
 - Specific communication with individual owners/residents (or groups) about specific matters concerning the association or the building
 - Communication with third parties about maintenance of the building (see also the section on sharing data).
 - Collection of membership fees and/or settlement of other financial matters between the VvE and owners/residents
- All these goals are dedicated to the functioning of the VvE and the maintenance of the 'de Waterlelie' building and stem from the Deed of Division of the VvE and/or the law. The personal data will not be used for purposes other than these.

4. Acquisition of data

The personal data is obtained in a number of ways:

- Upon transfer of an apartment right, the new owner becomes a member of the VvE by operation of law and the relevant personal data are shared with the VvE by a third party (e.g. a notary)
- The VvE board or the manager can request additional information directly from owners/residents to keep the administration complete and up-to-date
- An owner/occupant can report changes to the VvE and/or the manager

5. Sharing data

The VvE only shares personal data to a limited extent:

- The data is accessible to the VvE board and has limited access to owners via the manager's portal. If necessary for the functioning of a committee or working group, established by the board or by the meeting of owners, the board may share data with the members of this committee or working group
- The data are accessible to the administrator. A processing agreement has been concluded with the administrator in

the context of the GDPR.

- If this is necessary for the functioning of the association and/or maintenance of the building, specific data will be shared with third parties, such as suppliers or maintenance companies. In addition, the VvE may be required by law to share personal data with the judiciary in the context of legal proceedings or with other government agencies. An owner or occupant can also explicitly request to share data with a specific party.

6. Storage

The VvE uses Google services for the storage of personal data. The Google account in question is secured and only accessible to members of the board of the VvE, possibly supplemented by any candidate directors during a transfer period prior to the meeting of owners for which their appointment is scheduled.

7. Retention period

Personal data is stored for as long as a person is the owner or occupant of the 'de Waterlelie' building, and thereafter only for as long as is necessary for the settlement of current affairs or for as long as legislation or regulations require. In addition, personal data may appear in historical documents in the VvE's archive, such as minutes of owners' meetings and correspondence between the VvE board and owners. This data will be kept unless a person claims the right to be forgotten.

8. Rights and obligations of owners and residents

Owners and residents have a number of rights and obligations arising from the GDPR, including the right to request or change their registered personal data from the VvE and/or the manager and the right to be 'forgotten' when there is no longer any ownership or habitation. Because the VvE only processes personal data for the performance of tasks that are assigned to it by law or Deed of Division, it is not possible for owners/occupants to revoke the right to process this data.

If the VvE or the manager wishes to use the personal data for other tasks assigned to it by law or the deed of division, permission will be requested.

Persons whose data are processed have the right to file a complaint with the Dutch Data Protection Authority.