



## User declaration and permission to use personal data of user

This declaration is intended for apartment owners and those persons who have been given permission by the owner to use (including rent) the owners apartment.

Within The Homeowners' Association (Vereniging van Eigenaren) "VVE Maasdam", the Board manages the resources and controls the execution of decisions made by the assembly meetings. This within the limits of the notarial Deed of Subdivision of the Building ("Splitsingsakte") Part of the Deed of Subdivision is the obligation of the Board to keep and maintain a register of house owners and a register of users. These registers contain personal data of owners and users (including tenants). The personal data is required by the Board to fulfil their obligations and execute tasks based on the Dutch Law, Deed of Subdivision of the building and the decisions of the the assembly meetings. This is the legal basis on which VVE Maasdam in the context of the General Data Protection Regulation (Algemene Verordening Gegevensbescherming (AVG)) requires personal data to execute their obligations.

| Personal data of the Owner                                                         |                 |
|------------------------------------------------------------------------------------|-----------------|
| Apartment number given in use                                                      |                 |
| Surname                                                                            |                 |
| Owner permits the use of his/her apartment (incl. rental) as per date (dd-mm-yyyy) |                 |
| Garage number given in use                                                         | (if applicable) |
| Owner permits the use of his/her garage (incl. rental) as per date (dd-mm-yyyy)    | (if applicable) |

| Personal data of user/occupant/tenant for User register |  |                                                                  |
|---------------------------------------------------------|--|------------------------------------------------------------------|
| Personal data                                           |  | Processing reason/activity                                       |
| Surname main user                                       |  | User register                                                    |
| Initials                                                |  | User register                                                    |
| First name                                              |  | Not mandatory                                                    |
| Gender                                                  |  | Not mandatory.<br>Will be used to notify you correct             |
| Phone number                                            |  | User register.<br>Will be used in case of emergencies.           |
| e-mail address                                          |  | User register.<br>To send messages by or on behalf of the Board. |

The administration of the user register is outsourced to Steengoed VVE Beheer, registered at the Chamber of Commerce number 24432988 and duly represented by Mrs. Marjolein – van der Ben.

Steengoed VVE Beheer requires access to above personal data to execute the tasks. In order to protect your privacy a processor agreement in line with the AVG has been signed between VVE Maasdam and Steengoed VVE Beheer. In the processor agreement is stated that personal data are registered in the online ownersportal Twinq. All owners can check from each other who owns which apartment and parking lot.



Next to personal data required for the mandatory tasks of the board, VVE Maasdam requests the user to provide permission to use below requested personal data to support communication, make users part of the community of the Maasdam, increase transparency and safety. In the table below the reasons for which the personal data will be used is specified.

**Attention: it is therefore not mandatory to provide personal data in the table below.**

| Personal data user/occupant/tenant                               |  | Processing reason/activity                                                                                                  | Permission* |    |
|------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------|-------------|----|
|                                                                  |  |                                                                                                                             | Yes         | No |
| Initials and Surname                                             |  | Registration in Twinq. By doing so other house owners can see if the apartment is used and by whom.                         |             |    |
| e-mail address                                                   |  | To send newsletters of VVE Maasdam and/or messages about website <a href="http://www.VVEMaasdam.nl">www.VVEMaasdam.nl</a> . |             |    |
|                                                                  |  | To send other messages of which the board has decided that these can be for the benefit of users of the Maasdam.            |             |    |
| Contact person (not being the main user): name and phone number. |  | Will be called in case of emergencies if we can not get hold of the main user.                                              |             |    |

\*tick if you provide permission or not to use the additional requested personal data. The additional personal data will only be used for the stated reason/activity.

**User/occupant/tenant and owner hereby declare that:**

- Owner has seen and checked the formal identity document of the user/occupant/tenant and possess a copy of the identity document on which the picture and citizen service number are made unvisible;
- Both parties shall comply with the Community Rules and Notarila Deed of Subdivision of the building;
- The user/occupant/tenant has been handed over the most recent, valid Community Rules. The community rules are available via [www.vvemaasdam.nl](http://www.vvemaasdam.nl);
- User/occupant/tenant will report any query/complaint to the owner;
- Owner will inform the Board of the Association about the date when the user/occupant/tenant moves out of the apartment;
- Both parties acknowledge to have read the privacy statement of VVE Maasdam as published on the website [www.vvemaasdam.nl](http://www.vvemaasdam.nl).

|                                                             |                                                                                                      |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Drawn up in triplicate (a copy is permitted)                | 1 copy for the owner, 1 for the user/occupant/tenant and 1 for the administration of the VVE Maasdam |
| Name in block letters and signature of user/occupant/tenant |                                                                                                      |
| Name in block letter and signature of owner                 |                                                                                                      |

This declaration is intended for the administrative register of VVE Maasdam and must be submitted to the Board prior to commencing the use of the apartment. It can be sent by e-mail or by post (apartment number 9) to the Board to be received at the latest on the date of commencement of occupancy.

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|--------------------------------------------------------------------------------------------------------|--|
| Voor administratiedoeleinden voor de VVE. Deze getekende gebruikersverklaring is ontvangen op (datum): |  |
|--------------------------------------------------------------------------------------------------------|--|