

➤ **APPENDIX 1 - PROCESSING OF PERSONAL DATA**

(Belonging to the Processing Agreement concluded between the Controller and Processor concerning the processing of personal data)

The following types of personal data can be Processed by Processor for the Processing Controller:

- Name and address data
- Telephone number
- E-mail address
- Website
- Citizen service number
- Salary and pension information
- Tax information
- Bank account numbers
- Copy ID

Categories of persons involved

If the payroll administration is carried out by us, we will process the necessary personal data of the employees concerned in order to comply with the legal provisions.

In the event that we prepare the Income Tax return, we will process the necessary personal data of the persons involved.

Purpose of processing:

Administration

- setting up an efficient administration (general ledger account scheme);
- providing the incoming and outgoing invoices with an account number that corresponds to the account scheme of the ledger (coding) of the customer;
- checking incoming and outgoing invoices coded by the customer;
- the processing of documents supplied by the customer (cash book, bank account statements, copies of incoming and outgoing invoices etc.) in customers' administration on the computer of our administration office;
- checking the administration processed by the customer on his computer on the basis of the balance(s) to be supplied by the customer, ledger and journal entries (which customer will be accompanied by: cash book, bank account statements and copies of incoming and outgoing invoices);

Payroll administration

- calculating and drawing up gross-net salary specifications for employees;
- taking care of payment orders with regard to the wages to be paid by employees of the customer;
- taking care of the registration and deregistration of employees with the Tax Authorities and taking care of payroll tax declarations;
- taking care of sickness notifications and recovery notifications from employees of the client and consulting with the Arbo service to guarantee reintegration obligations;
- checking any additional tax assessments for combined payroll tax payments, as well as invoices from the pension fund administration agency and industry regulation agency;
- the drafting of employment contracts;
- checking collective wage statements for the compilation of the annual accounts;
- checking the wages paid in relation to declarations already issued combined with payroll tax payments and

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- making additional payment obligations known if necessary (own notification of correction);
- taking care of monthly returns from the customer for the combined payroll tax payments;
- creating the wage journal entry for processing in the client's records and keeping a wage statement for each individual employee;
- taking care of annual salary statements for the client's employees after the end of the calendar year;
- making pro forma calculations of net wages and labor costs in the event of (possible) hiring of new employees;
- periodically checking whether the wages of the employees of the customer are in accordance with the Minimum Wage and Minimum Holiday Allowance Act and the Collective Labor Agreement;
- checking the existence of applicable wage cost subsidies, remittance discounts and, if necessary, applying for and applying them;

Duration of processing:

Processor must adhere to the legally prescribed retention periods:

Data retention period for real estate 10 years

Retention period for other data 7 years

Sub-processors:

Twinfield	www.twinfield.com
Exact Online	www.exactonline.com
Scansys	www.scansys.com
Numbers	www.nnbrs.nl
Pro Management	www.promanagement.nl

➤ **APPENDIX 2 – COORDINATORS**

(Belonging to the Processing Agreement concluded between the Controller and Processor concerning the processing of Personal Data)

Coordinator(s) to be appointed by the Process Controller:

Naam Coördinator	Function Title	Telephone	E-mail
t.b.d.			
t.b.d.			

Coördinator(s) Processor:

Naam Coördinator	Function Title	Telephone	E-mail
Mrs. Diana Tromp	Secretariaat/Office Management	020-4100933	Diana@raijmad.nl
Mrs. Margo Derr	Secretariaat/Office management	020-4100933	Margo@raijmad.nl

Follow up in case of data breaches:

The Processor Coordinator will report Data leaks -in the case referred to in Article 6.2 of the Processing Agreement-, to the Processor's Coordinator in accordance with the following method:

Processor reports a Data breach both by telephone and by means of a written message.

a) The processor shall in any case state the following information:

The (probable) cause of the Data breach, where possible stating the (categories of) data subjects and data registers in question and, approximately, the number of data subjects and data registers in question;

b) the (as yet known and/or expected) consequences of the Data breach;

c) information data breach location;

d) any unauthorized recipients of the personal data and all available information about them;

(e) proposals for measures in order to limit damage;

f) other information that must include a notification of a Data breach to a supervisory authority and the involved Data Subjects, in accordance with relevant laws and regulations, including in particular the Annex 'Data in the notification' to the 'Policy rules for the application of Article 34a of the Wbp 'of the Dutch Data Protection Authority.

➤ **APPENDIX 3 - TECHNICAL AND ORGANIZATIONAL SECURITY MEASURES**

(Belonging to the Processing Agreement concluded between the Controller and Processor concerning the processing of Personal Data)

Security measures per conclusion of the Processing Agreement:

We take appropriate security measures to minimize misuse and unauthorized access to the personal data we hold.

Through our information security policy, we ensure that only the necessary people have access to the data and that access to the data is sufficiently protected. In addition, our safety measures are regularly checked and revised.