



## **Privacy statement for shareholders and authorized representatives (how we handle your personal data)**

Do you hold shares in one of the three funds at Altera Vastgoed NV, are you interested in investing with Altera Vastgoed NV or do you represent a shareholder or prospective shareholder? In that case, this privacy statement is relevant to you because we process your personal data. This privacy statement explains your rights and that your personal data is in safe hands.

### **Altera Vastgoed NV website**

Altera Vastgoed NV respects the privacy of all visitors to its website. Personal data collected through this website for the purpose of providing information will only be used to handle your request. Your data will not be used for any other purposes.

### **Cookies**

The Altera Vastgoed N.V. website uses cookies. The cookies on this website are used to remember the language setting (NL/EN) should you visit the website again and to serve as a reminder that you visited the website before.

### **Controller**

Altera Vastgoed NV is an investor in Dutch real estate and as such a controller if we use your personal data within the meaning of the General Data Protection Regulation.

### **Purpose and grounds for processing personal data**

We need the personal data of directors, authorized representatives and fiduciary managers of shareholders to broker and implement an agreement between the shareholder (or prospective shareholder) and Altera Vastgoed NV. The legal ground for processing your personal data is mostly brokering and implementing a possible agreement (accession agreement and share agreement). Other legal grounds on which it is possible to process your personal data require your consent and a legal ground.

### **Which personal data do we process?**

When brokering and implementing a possible accession agreement and share agreement, we process the following information from directors, authorized representatives and fiduciary managers: name, email address, company address, telephone number and a legalized power of attorney from the directors. Information from external data sources may also be inspected, such as the commercial register or the Chamber of Commerce.

### **Who do we share your data with?**

For the purposes of the accession or share agreement, your personal data may be shared with other parties (such as service providers for Altera Vastgoed NV, e.g. a civil-law notary, the depositary of Altera Vastgoed NV and regulatory bodies such as the Netherlands Authority for the Financial Markets, DNB and/or Tax and Customs Administration).

### **Security of personal data**

Altera Vastgoed NV believes it is important that your personal data is protected and we comply with both the General Data Protection Regulation and the General Data Protection

# AlterA

Regulation (Implementation) Act. Altera Vastgoed NV takes appropriate security and organizational measures to ensure your personal data is safe and processed in the correct manner. These measures include permanent training of staff, codes of conduct for staff, restriction of access to personal data, security of IT systems and a range of organizational measures to prevent the misuse of personal data.

## Personal data retention period

We only store personal data for as long as strictly necessary. In some cases the retention period is prescribed by law. In other cases we have set a retention period ourselves.

## Rights

If Altera Vastgoed NV processes your information, you have the following rights:

- Right of access. This is the right of the individuals in question to access the personal data processed by Altera Vastgoed NV.
- Right to rectify or supplement. This is the right of the individuals in question to correct the personal data processed by Altera Vastgoed NV.
- The right to restrict the processing. This is the right of the individuals in question to restrict the personal data processed by Altera Vastgoed.
- The right to data portability. This is the right of the individuals in question to transfer the personal data processed by Altera Vastgoed NV to another party.
- The right to erasure. This is the right of the individuals in question to 'be forgotten' by Altera Vastgoed NV.

## Submitting a request of your rights

You can submit your request to access, rectify and supplement, restrict the processing, data portability or erasure by email to [FG@alteravastgoed.nl](mailto:FG@alteravastgoed.nl) or by post to Altera Vastgoed NV, attn. Data protection officer, P.O. Box 9220, 1180 ME Amstelveen. Please include a copy of your passport or identity card (take care to render your citizen service number and photo illegible) so that we can identify you before handling your request.

Altera Vastgoed NV will answer your request within a month of receipt. In exceptional circumstances only, your request may be answered within three months after you submitted your request. Altera Vastgoed NV will inform you within one month of receipt of your request if it intends to use this extension.

## Data protection officer

Altera Vastgoed NV has a data protection officer who ensures your personal data is processed correctly. Should you have any questions, tips or complaints about the processing of your personal data by Altera Vastgoed NV and/or one of its processors, please contact us by email at [FG@alteravastgoed.nl](mailto:FG@alteravastgoed.nl) or by sending a letter to Altera Vastgoed NV, attn. Data protection officer, P.O. Box 9220, 1180 ME Amstelveen.

If we are unable to find a mutually satisfactory solution to your question or complaint, you can always contact the Dutch Data Protection Authority, P.O. Box 93374, 2509 AJ The Hague or through <https://autoriteitpersoonsgegevens.nl/>.



**Privacy statement version May 2018**

This privacy statement may be amended at any time by Altera Vastgoed NV. Our website will always contain the most recent version. The version was last updated in May 2018.