



General Data Processing Agreement (DPA)

This DPA only applies when the Account Holder uses the scanning service of PriPost BV. When naming the term "personal data", reference is made in this agreement to the personal data that may be placed in the account of the Account Holder.

In Europe, the General Data Protection Regulation (GDPR) applies to every organization that processes personal data. In the Netherlands this law is called the Algemene verordening gegevensbescherming (AVG). According to this law, a processor agreement must be concluded if personal data is shared with a Processor.

The Account Holder has access to personal data. The Account Holder has engaged PriPost BV for the processing of the mail. This makes PriPost BV a Processor, because they scan the mail on behalf of the Account Holder through a scanner and thereby digitize it. By digitizing mail, the personal data is processed by PriPost BV in the following ways:

- Save;
- Depart by means of forwarding;
- Make it available to the Account Holder.

Both parties are aware of the GDPR including the data breach reporting obligation and will make every effort to meet all legal requirements.

PriGroup BV and PriPost BV will in any case adhere to the following points:

- PriGroup BV and PriPost BV and those acting under authority are obliged to keep secret personal data of which they have access;
- PriGroup BV and PriPost BV provides adequate security that matches the sensitivity of the personal data. This is done by taking both technical and organizational measures;
 - Technical measures include firewalls, virus scanners, encryption and account protected with strong passwords;
 - Organizational measures include the registration of visitors, the screen of new employees and the closure of spaces and paths.
- PriPost BV may only process personal data on behalf of the Account Holder. PriPost BV only does this if the Account Holder uses the scan service;
- PriGroup BV and PriPost BV may not process the data outside the European Union;
- If a security incident has been discovered in which possibly personal data has been leaked or lost, PriGroup BV and/or PriPost BV will immediately notify the Account Holder, so that the controller can estimate whether a report must be made to his supervisory authority or its stakeholders. PriGroup BV and/or PriPost BV will then execute all instructions resulting from the investigation of the incident as quickly and effectively as possible;
- Upon termination of the agreement, PriGroup PV will handle the personal data, ie the mail, according to the procedure that is generally known to PriPost BV. This includes the personal data being destroyed within 4 weeks.