



# PARK REGULATIONS



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# PARK REGULATIONS



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# PARK REGULATIONS



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## 1. DEFINITIONS/INTRODUCTION

- a. These regulations are applicable to the Fokker Logistics Park (hereinafter referred to as FLP, for map see appendix 3), Fokkerweg 300 in Oude Meer. The aim of these regulations is to establish and communicate the general security and behavioural regulations that apply to all persons present in the FLP.
- b. In these regulations a User is defined as a company and its employees that has an agreement (or sub-tenancy agreement) with one of the owners of property in the FLP (or tenants in the FLP) to carry out activities in (a part of) a building and/or on the site.
- c. In these regulations a Visitor is defined as a company and its employees that, at the request of a User, visits that company.
- d. Owners of property in the FLP have joined together in the Anthony Fokker Logistics Cooperative Association U.A. (hereinafter referred to as the Cooperative). The aim of this Cooperative is to meet the needs of Parkmanagement and to manage the general infrastructure and public spaces in the FLP (or arrange for these to be managed).
- e. A broad package of services is provided in the FLP on behalf of the Cooperative; an overview of these services is given in appendix 5. These services are focused on the sustainable, economical and orderly management of the public areas and the underground and above-ground infrastructure of the FLP. In addition to this, ParkManagement FLP B.V. (hereinafter referred to as ParkManagement) offers a packaging of additional services; an overview of these services is given in appendix 6.
- f. The Cooperative has authorized ParkManagement to take appropriate measures that are necessary in the context of order and tidiness in the FLP. ParkManagement operates on behalf of the Cooperative as the day-to-day manager of the general infrastructure and public spaces in the FLP, and represents and acts in this respect on behalf of the Cooperative.
- g. The FLP is secured by a private security firm on behalf of the Cooperative (hereinafter referred to as ParkSecurity) that is accredited in accordance with the applicable legislation. ParkManagement and ParkSecurity are responsible for the monitoring and supervision of compliance with order and tidiness in the public areas of the FLP. This supervision may or may not take place with the use of electronic appliances (for example for speed control of vehicles). These appliances will be kept in a good state of maintenance. Calibration of the appliances is not compulsory.
- h. Based on the applicable Dutch privacy regulations (General Data Protection Regulation, AVG), appropriate measures have been taken by and on behalf of the Cooperative. An overview of this is included in Chapter 10 of these Regulations.
- i. In the event of discrepancies between the provisions of these regulations and the rental or user agreement of spaces in the FLP, the conditions of these Park regulations will prevail.
- j. ParkManagement can take temporary or additional measures, depending on the circumstances. These will be communicated to the User via, for example, a newsletter.
- k. It is the obligation of the User to communicate the content of these regulations, and any temporary or additional measures communicated via a newsletter, to his employees and Visitors.
- l. The amendment of these regulations is possible following the approval of the management board of the Cooperative.

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## 2. GENERAL

- a. Any person who enters the FLP does so entirely at his/her own risk, and will comply with the provisions of these regulations.
- b. To prevent damage to persons, buildings, products, installations and/or appliances and/or pollution of the environment, it is necessary that any person who carries out activities in the FLP does so in a responsible manner from a safety and environmental-hygienic perspective, with reliable and approved tools and by skilled personnel.
- c. When carrying out work in the FLP the regulations imposed by the Dutch government - including all legal provisions, regulations and directions in the fields of the environment, safety and working conditions and the emergency response plans at the FLP, as well as generally accepted social standards - must be complied with.
- d. Substances and objects that are hazardous (to the environment) must be stored in accordance with the applicable (government) regulations, so that the possibility of the occurrence of damage and nuisance is prevented.
- e. For all work:
  - that is carried out in the public areas of the FLP;
  - that can have negative effects for those present in the FLP or the property of third parties;
  - that takes place on the utilities, the sewerage system, the sprinkler system and/or the fire alarm centres in the FLP;prior written permission must be requested of ParkManagement.
- f. At the request of ParkSecurity and/or ParkManagement, all persons must be able to provide proof of identity by means of an ID card/access pass that is valid in the FLP (see Section 3) or a legally valid proof of identity (driving licence, passport or ID card).
- g. Infringement of these regulations can, on the demand of ParkManagement or ParkSecurity, result in the removal of persons, vehicles and/or goods from the FLP. Any damage of any nature occurring thereby can under no circumstances be recovered from the Cooperative and/or ParkManagement and/or ParkSecurity.
- h. The directions of ParkManagement and/or ParkSecurity must be followed immediately at all times.

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## **3. ACCESS AND SECURITY**

### *MAIN ENTRANCE AND EXIT, FOKKERWEG 300:*

- a. Any person who regularly works at the FLP must be in possession of a personal ID card/access pass that is valid for the FLP (see appendix 4 for an example). This card must be shown or handed over at the request of ParkSecurity or ParkManagement.
- b. The request for access to the FLP will be arranged via a web-based access system ("SmartLOXS"). Every Tenant will notify ParkManagement in writing or through e-mail of a maximum of 20 persons (stating full personal name, e-mail address and telephone number) who are authorized to register Visitors via this system on behalf of the User and/or to request an access pass or extend the period of validity of access passes that have already been issued. These persons will then receive an e-mail with instructions how to access the secure website of SmartLOXS via a two-step verification.
- c. Within approximately 2 working days a requested access pass can be collected by the passholder at ParkSecurity, on presentation of the previously issued access pass or a valid ID. Upon receipt of the pass, the pass holder will sign a receipt. This pass has a maximum period of validity of 2 years. After receiving the pass or in the event of loss or damage, a specified fee is paid by the Tenant to ParkManagement. This fee is indexed annually.

A pass must be collected within 90 days of application. After this period, the pass will be destroyed and the application is no longer valid.

- d. If an employee is no longer employed by a User, the User in question will ensure that the ID card/access pass is immediately returned to ParkSecurity or that this pass is immediately made invalid in the "SmartLOXS" system.
- e. Occasional visitors who are not in possession of an ID card/access pass for the FLP, can be registered in the "SmartLOXS" system by the employee(s) authorised on behalf of a User. In this system access can be requested for a maximum period of 31 days. If the Visitor arrives in a car or lorry the registration number must be stated in the registration in the "SmartLOXS" system. If the license plate number is not known in advance, the SmartLOXS system can generate a unique pin code on request. The applicant provides this personal pin code to the Visitor. Upon arrival, the Visitor is given access via automatic license plate recognition or by entering the pin code.

A visitor who is not logged into the SmartLOXS system, reports to ParkSecurity via an intercom at the access point. ParkSecurity assists the Visitor to register via the tenant. If this registration is not immediately realized, the visitor in question is requested to handle the registration process outside the park area. Parking at the entrance of the FLP for a longer period than approximately 5 minutes is not possible.

- f. Users and Visitors are only permitted to be within the public areas of the FLP and the property rented by the User.
- g. Parts of the site adjacent to the public road are secured with the use of partitioning by means of fences and bodies of water and/or camera registration and recording. Camera recordings will only be used for the security purposes of the FLP in accordance with article 38 of the Personal Data Protection Act Exemption Decree. Camera images will be retained in accordance with the relevant legislation. Recordings will be relinquished on the request of the Public Prosecution Service in the event of an investigation into a criminal offence. These can also be used if damage to the FLP has occurred whose cause is not immediately clear.

### *ENTRANCE AND EXIT ONLY FOR PEDESTRIANS AT BUS STATION "ZUIDEINDE":*

- h. Any person who has a valid ID / access pass for the FLP, or has received a valid personal pin code, can also access the Park via the turnstile along the Fokkerweg, at the "Zuideinde" bus station. The Park can also be left via this turnstile.

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## 4. TRAFFIC REGULATIONS

- a. The provisions of the Dutch road traffic legislation are fully applicable in the FLP to all pedestrians, vehicles and (internal) transport equipment, unless expressly determined otherwise. In addition to and/or divergence from this, the following regulations also apply.
- b. The instructions given on the traffic signs in place must be strictly followed. If the traffic regulations are not complied with ParkManagement and ParkSecurity have the authority to order the driver of the vehicle to remove the vehicle from the FLP.
- c. A speed limit of 30 km/hour applies in the FLP, unless a different speed limit is made compulsory by means of instructions. Periodic control actions will be carried out on compliance with this. If the speed limit is exceeded, this will have the following consequences:
  - 1) Details of the driver will be recorded by ParkSecurity in a file;
  - 2) A notification of every violation will be made to the driver and the employer;
  - 3) For a first violation a warning will be issued;
  - 4) For a second violation within a period of 12 months the driver will be denied access to the park with a vehicle for a period of 1 month.
  - 5) From a third violation within a period of 12 months additional sanctions will be imposed in consultation with the employer;
  - 6) If in the event of an infringement the speed limit is exceeded by 30 km/hour, this will be immediately dealt in accordance with article 4.c.4.
- d. All persons will park their vehicles in the car park associated with the rented property or the company to be visited (see appendix 8).
- e. Parking on the site of the FLP takes place entirely at one's own risk.
- f. The parking of vehicles outside of the indicated or designated parking spaces (see appendix 8) is prohibited, unless temporary permission for this is granted by ParkManagement or ParkSecurity. If a vehicle is incorrectly parked, this will have the following consequences:
  - 1) Details of the driver will be recorded by ParkSecurity in a file;
  - 2) A notification of every violation will be made to the driver and the employer;
  - 3) For a first violation a warning will be issued;
  - 4) For a second violation within a period of 12 months the driver will be denied access to the park with a vehicle for a period of 1 month.
  - 5) From a third violation within a period of 12 months additional sanctions will be imposed in consultation with the employer.
- g. Outside of the rented property forklift trucks, elevating work platforms and comparable vehicles may only be driven by persons that have followed adequate training for this purpose and can demonstrate this by means of a valid certificate.
- h. All vehicles, including internal transport equipment, that are used in the FLP must comply with the requirements of the Vehicles Regulation (Implementation Directive, sections III and VI, of the Road Traffic Act 1994, including technical state of maintenance).
- i. If a vehicle is present that does not comply with the Vehicles Regulation, access of this vehicle to the FLP is not permitted. On the demand of ParkManagement or ParkSecurity this vehicle must be immediately removed from the FLP.
- j. It is not permitted to wash, rinse and/or clean vehicles on the site, to carry out repairs on vehicles, to refuel and/or change oil if no proper facilities for this are present at the location.
- k. It is not permitted to drive a motor vehicle in the FLP if the civil liability is not covered by insurance in accordance with the Civil Liability for Motor Vehicles Act.

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## 5. ORDER AND TIDINESS

- a. Old materials, waste materials and residues of processed components and/or materials must be removed from the site by the User as soon as possible. If removal is not possible, the residual material must be stored by the User properly and in accordance with the applicable regulations. The storage of waste or residual material must take place at least 10 metres from the exterior wall, inside the rented site.
- b. The (temporary) setting up of building materials or obstacles, such as ladders, scaffolding, platforms, containers or other appliances outside of the rented property is not permitted, unless permission for this is granted by ParkManagement. The company that places the obstacles will ensure that they are clearly marked and protected by barriers. Additional requests to this end by ParkManagement or ParkSecurity must be followed without delay.
- c. When carrying out work no nuisance, obstruction or hindrance may be caused to others present in the FLP, unless this is reasonably temporarily inevitable. If nuisance is expected, the User will notify ParkManagement of this in good time and agreements will be made to minimise the nuisance.
- d. Objects must be placed in such a way that they are set up safely, possibly with proper barriers and so that they cannot be moved by weather conditions.
- e. Damage that is caused to property of Users and/or Visitors is entirely at one's own risk.
- f. Access of pets (such as dogs) to the FLP is only permitted provided that they do not cause any nuisance and are kept on a leash at all times.
- g. Walking dogs in the FLP is only permitted provided that any dog mess is cleared up immediately by the dog's owner.
- h. Bringing narcotics and/or stimulants into the FLP and/or their possession and/or use is not permitted.
- i. The use of audio equipment is permitted, within the applicable environmental conditions and provided that no nuisance is experienced by others present.
- j. Smoking outside of the rented property is permitted provided that cigarette ends, ash etc. are immediately and properly collected and cleared up and that no nuisance is caused to others present by this.
- k. The Cooperative organizes the removal of litter on the entire site outside the buildings. If extensive litter is caused on or from a rented building or truck court, this will be removed at the expense of the relevant tenant. ParkManagement informs this tenant about this in advance and gives them the opportunity to clean up the litter themselves.

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## 6. DISCHARGE OF WASTE WATER

- a. Household and sanitary waste water may only be discharged via the discharge points present in the building and intended for this purpose, which are connected to the waste water sewerage system. The water to be discharged must comply with the general conditions as stated in appendix 7 of these regulations. The discharge of (waste) water originating from production processes, construction and digging work and/or with a divergent composition is only permitted if prior written permission is received from ParkManagement.
- b. If the water to be discharged has a divergent composition, or originates from production processes or construction and digging work, the User must request prior permission for this discharge from ParkManagement. The User must submit this request in writing or via email, stating:
  - (process) description;
  - composition;
  - duration of the discharge;
  - expected flow rate;
  - system for monitoring the quality of the discharge;
  - desired discharge point.ParkManagement will then state in writing whether, and if so under what conditions, discharge is permitted.
- c. Divergences from the discharge situation described under points a and b must be immediately notified by the User to ParkManagement. Prior approval must be requested from ParkManagement for changes to the permitted discharge situation.
- d. ParkManagement is entitled to place additional conditions on a previously permitted discharge, or to have the discharge discontinued, if the discharge does not comply with the specified conditions or if this is necessary on the basis of amended legislation and regulations, or is considered necessary by the operator of the waste water treatment plant to which the waste water originating from the FLP is discharged in order to guarantee the proper functioning of this plant. ParkManagement will communicate this to the User in writing, stating any necessary modifications and the period within these must be carried out. These modifications and the period will be specified in consultation with the User in advance, insofar as this is considered necessary by ParkManagement.
- e. Costs that are necessary in order to be permitted to discharge the waste water will be borne by the User.
- f. A processing time of 15 working days must be taken into account for the granting of the permission to discharge. If in the opinion of ParkManagement a longer period is necessary, this will be communicated by ParkManagement to the User in writing.
- g. The User is liable to make a payment to ParkManagement for this permission to discharge. The minimum payment for this is €350. If this payment is not sufficient to obtain the requested discharge, the User will receive a statement regarding this from ParkManagement in advance.
- h. In principle the discharge of waste water to the sewerage system and the waste water treatment plant will take place continuously. The Cooperative and/or ParkManagement do not guarantee the continuity of this discharge. If circumstances arise in this system as a result of which the discharge of waste water is interrupted, the User will be informed of this as soon as possible. ParkManagement will do all that is reasonably possible to restore the discharge of waste water as soon as possible. Damage claims as a result of a temporarily discontinued discharge will not be accepted by the Cooperative and/or ParkManagement.



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## 7. PERFORMANCE OF CONSTRUCTION AND RECONSTRUCTION WORK

- a. If a User wishes to set up a work site outside of the rented property, or arrange for this to be done, the User must have a design plan approved by ParkManagement in advance. In this plan it must be stated what (safety) measures will be taken in order to limit nuisance caused by the work (for example an overview of materials to be set up, barriers, safety signs etc.).
- b. If the desired construction or reconstruction work leads to an altered appearance of the property, in addition to the permission of the owner of the building and the municipality permission must also be requested from the Cooperative. To this end contact must be made with ParkManagement by or on behalf of the User at the earliest possible stage. ParkManagement will coordinate the assessment by Cooperative of whether the modification of the exterior wall will not lead to a deterioration of the appearance of the FLP.
- c. If digging work must be carried out, written permission must be requested from ParkManagement by or on behalf of the User at least 1 month before the desired start date. This request must include, among other things: a description of the activities, the duration of the work, (safety) provisions made etc. ParkManagement will assess whether, and if so under what conditions, this work is permitted.
- d. If the digging work takes place in an area in which the soil is contaminated according to the legal regulations, then ParkManagement will inform the contractor of this insofar as this information is available. It must hereby be taken into account that, depending on the nature of the digging work in the contaminated area, permission must first be acquired from the government agencies, in collaboration with ParkManagement, in accordance with the legal regulations and periods.
- e. All costs that are necessary in order to have the construction or reconstruction work carried out in accordance with the conditions of these regulations and the dispensation(s) to be acquired will be borne by the User.
- f. A processing time of 15 working days must be taken into account for the granting of a dispensation by ParkManagement. If in the opinion of ParkManagement a longer period is necessary, this will be communicated by ParkManagement to the applicant.
- g. The User is liable to make a payment to ParkManagement for the permission to carry out construction or reconstruction work. The minimum payment for this is €350. If this payment is not sufficient for the requested work, the User will receive a cost statement regarding this from ParkManagement in advance.
- h. In pursuance of the Schiphol Airport Layout Decree of the Aviation Act, a maximum height limit of 20 metres above ground level applies for the placement of construction cranes etc. This height limit is dependent on the correct location. Exemption from this can be requested from the Human Environment and Transport Inspectorate (HETI). A copy of the exemption must be provided to ParkManagement before the commencement of the placement (email [info@anthonyfokker.nl](mailto:info@anthonyfokker.nl)). The minimum processing time for the request for the exemption from the HETI is 4 weeks.

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## **8. ADVERTISING AND SIGNAGE**

- a. Tenants may have the company logo of the Tenant placed on the exterior of the rented building within the space intended for this purpose. Tenants must request permission for this from the owner of the building and the Environmental Service.
- b. A company logo of all tenants will be placed via the Cooperative at the location intended for this purpose at the main entrance of the FLP (maximum dimensions approximately 1 x 1 metre). No company logos of subtenants will be placed. The administration of this logo wall falls under the responsibility of the Cooperative.
- c. The placement of other (advertising) displays (including flags, banners, billboards etc.) on the exterior of the rented building or on the rented site is not permitted. For special short-term occasions the User can request an exemption in writing from ParkManagement.
- d. The Cooperative will ensure uniform signage in the FLP from the main entrance of the FLP to the buildings. The placement of other signage outside of the rented property is not permitted.

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## 9. ACCIDENTS AND EMERGENCIES

- a. If damage is caused to persons and/or property in the FLP, the perpetrator of the damage or any person who notices the damage will report this immediately to ParkSecurity or ParkManagement.
- b. If an unusual incident occurs with adverse consequences for the environment, the perpetrator or any person who notices this will report the incident immediately to ParkSecurity or ParkManagement. All persons are obliged to take as many measures as possible to limit the nuisance of the incident.
- c. In the case of accidents of a minor nature ParkSecurity can make use of the first aid services.
- d. If an incident occurs whereby the assistance of (external) emergency services (ambulance, fire service, police) is necessary, this alarm must be reported immediately to
  - 112 (regional alarm centre);
  - 020 60 55 555 (ParkSecurity alarm number).In connection with the correct handling of an alarm notification, all persons are emphatically requested to also call the internal alarm number 020 60 55 555. ParkSecurity will attend to the possible internal and external alerting of the necessary emergency services and the guidance of these services in the FLP ("guide function"). The "general instructions for reporting an incident" are applicable here (see appendix 1).
- e. In the event of a serious accident or an emergency, the situation in which the accident took place may only be altered for the prevention of (further) damage or injury.
- f. In the event of an emergency the Business Park Evacuation Plan and the associated Evacuation and Emergency Response plans of the tenants concerned will come into operation. During an emergency the emergency team and the company emergency response teams are responsible for controlling the emergency in the FLP until external emergency services are present. All persons must strictly follow the instructions given by these officers.

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## 10. GENERAL PRIVACY STATEMENT AND DPIA FOR CAMERA SURVEILLANCE

### *Preface*

Within the framework of the applicable European and Dutch privacy regulations, the Cooperation has taken the following appropriate measures.

### *GENERAL PRIVACY STATEMENT*

The Cooperative Association Anthony Fokker Logistics UA (hereinafter: Cooperative), located at Fokkerweg 300 1438 AN at Oude Meer, is responsible for the processing of personal data as shown in this privacy statement.

### **Contact details Cooperative**

Website <https://fokkerlogisticspark.com>  
Address Fokkerweg 300 1438 AN Oude Meer  
Phone +31 (0)20 605 5100  
Email [info@anthonyfokker.nl](mailto:info@anthonyfokker.nl)

ParkManagement FLP BV serves as the Data Protection Officer of the Cooperative and can be reached via the contact details of the Cooperative.

### **Processed personal data**

The Cooperative processes your personal data because you use our services and / or because you provide them yourself.

Below you will find an overview of the personal data processed by us:

- First and last name;
- Date of birth;
- Phone number;
- E-mail address;
- Company Name;
- In the case of visitors with a vehicle: vehicle registration number, personal and company name.

### **Special and / or sensitive personal data that we process**

Our website and / or services does not intend to collect data about website visitors who are younger than 16 years of age, unless they have permission from their parents or guardian. However, we cannot check whether a visitor is older than 16 years. We therefore advise parents to be involved in the online activities of their children, in order to prevent data about children from being collected without parental consent. If you are convinced that we have collected personal information about a minor without this permission, please contact us via [info@anthonyfokker.nl](mailto:info@anthonyfokker.nl) and we will delete this information.

### **For what purpose and on what basis do we process personal data**

The Cooperative processes your personal data for the following purposes:

- Compliance with the security regulations agreed with building owners and tenants, including access rules for the Fokker Logistics Park at Oude Meer;
- To approach you by telephone or e-mail, if this is necessary to be able to perform our services;
- To inform you about changes to our services and products;
- To offer you the opportunity to create an account;
- To have goods and services delivered to you

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## **Automated decision making**

The Cooperative makes decisions based on automated processing on matters that may have consequences for people. These are decisions taken by computer programs or systems, without involving a person (for example, an employee of the Cooperative or ParkManagement FLP). The following computer programs or systems are used:

- SmartLOXS: for registering visitors and / or obtaining personal access passes for entering the Fokker Logistics Park.

A Processor Agreement has been drawn up for the proper functioning of this system based on the applicable privacy regulations. This agreement can be viewed on request at the park management organization (e-mail [info@anthonyfokker.nl](mailto:info@anthonyfokker.nl)). This privacy statement includes a summary of that stated in the Processor Agreement. This agreement describes in detail:

- Which personal data are recorded for gaining access;
- How this data is managed and stored;
- How you can inspect, correct or object to the recorded data.

## **How long do we keep personal data**

The Cooperative does not store your personal data longer than is strictly necessary to achieve the purposes for which your data is collected. We use the following retention periods for the following (categories) of personal data:

- Registered visitors: up to 90 days after the visit period;
- Personal access cards: these are valid for a maximum of 2 years. Expired passes or passes of persons no longer working at the park will be immediately destroyed after submission and / or notification by the tenant or the ParkManagement organization and removed from the SmartLOXS system.

## **Sharing of personal data with third parties**

The Cooperative will not sell your information to third parties and will only provide this information if this is necessary for the execution of our agreement with you or to comply with a legal obligation. We conclude a Processor Agreement with companies that process your data on our behalf to ensure the same level of security and confidentiality of your data. The Cooperative remains responsible for these processing operations.

## **The use of cookies, or similar techniques**

The Cooperative only uses technical, functional cookies and analytical cookies that do not invade your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. The cookies we use are necessary for the technical operation of the website and your ease of use. They ensure that the website works properly and for example remember your preferred settings. We can also optimize our website with this. You can deny the use of cookies by the settings of your internet browser, it will no longer store cookies. In addition, you can also delete all information previously stored via the settings of your browser.

## **View, modify or delete data**

You have the right to view, correct or request to delete your personal data. You also have the right to withdraw your consent to the data processing or to object to the processing of your personal data by the Cooperative and you have the right to data portability. This means that you can submit a request to us to send the personal data we keep about you in a computer file to you or another organization mentioned by you.

You can send a request for access, correction, deletion, data transfer of your personal data or request for cancellation of your consent or objection to the processing of your personal data to [info@anthonyfokker.nl](mailto:info@anthonyfokker.nl). We point out that this may have consequences for gaining access to the Fokker Logistics Park.

To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number (BSN) black in this copy. This is to protect your privacy. We will respond to your request as soon as possible, but within four weeks.

The Cooperative takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not properly secured or there are indications of abuse, please contact our customer service via [info@anthonyfokker.nl](mailto:info@anthonyfokker.nl).

The Cooperative would also like to point out that you have the option to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

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## *DPIA (DATA PROTECTION IMPACT ASSESSMENT) FOR CAMERA SURVEILLANCE*

### **Preface**

This document describes the DPIA for camera surveillance for which the cooperative is responsible, namely for the area outside of the buildings at the Fokker Logistics Park (FLP). It is necessary to make a DPIA because personal data is registered in this area through camera surveillance and recording.

This document describes which personal data are recorded, how the recording takes place and the reason for this. It also describes what the privacy risks are and how these risks are limited.

The FLP is an enclosed object, and is fully private property. The area outside the buildings is mainly owned by the Cooperative Association Anthony Fokker Logistics UA (association of real estate owners, hereinafter: Cooperative). The commercial buildings are owned by various real estate owners.

### **Enclosed object**

An enclosed object (site) is not accessible to the public, but only to certain persons under restricted conditions. Access is limited to employees and other authorized persons, such as visitors registered by the tenants and / or registered suppliers. Safety and conduct rules apply to everyone present at the FLP, as laid down in the Park Regulations.

### **Signage**

After the traffic lights, at the Fokkerweg, a sign has been placed at the beginning of the access road to the FLP indicating that it is a private property site (with reference to Article 461 of the Dutch Criminal Code) including camera surveillance. It is also stated that the Park Regulations are valid on the FLP. After approximately 200 meters you will find the main entrance and the security lodge, where the site is closed off by means of barriers and a turnstile. The separation from the public area has been realized around the entire site by water features and fences. On the east side of the FLP is a second entrance gate (turnstile), authorized persons can also use this entrance.

### **Data Protection Officer**

The FLP is managed by ParkManagement FLP B.V. on behalf of the Cooperative. This organization is also responsible, for supervising the application and compliance with the applicable European and Dutch privacy regulations.

### **Legitimate and necessary interest**

There is a legitimate and necessary interest at the FLP, based on the security requirements that must be enforced on the site, at the request of the property owners and their tenants. The security requirements apply to the protection of persons, buildings, site and property and are described in the Park Regulations. As part of these requirements, the FLP is secured by a private security company (ParkSecurity) on behalf of the Cooperative.

### **Type of CCTV**

Camera surveillance by the Cooperative is situated outside the commercial buildings, for the purpose of monitoring and complying with the rules set in the Park Regulations:

- Access control of the FLP;
- Prevention and registration of nuisance or damage;
- Supervision and control of the safety of persons present on the site;
- Registration and control of misconduct by persons present on the site, outside the commercial buildings.

### **Privacy risks CCTV**

Security cameras have been installed, especially in those areas where the Site is adjacent to the public road. Persons present on the FLP can therefore be visible on these images. All actions they perform at that moment are therefore visible and recorded.

# PARK REGULATIONS



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## **Measures limit privacy risks**

The following measures have been taken to limit the privacy risks of camera surveillance for those present.

- *Processing and inspection of camera images*

Persons who are allowed to view camera images are limited to Park Security and ParkManagement FLP BV and are explicitly bound by confidentiality. Camera images are continuously monitored in the security lodge by authorized and trained ParkSecurity employees.

All camera images are recorded and stored temporarily. The recorded images will only be used in case of a reasonable suspicion of violation of the security or traffic rules and safety regulations included in the Park Regulations.

- *Storage and retention period*

ParkSecurity has taken adequate measures to safely store the recorded images on a server in a closed area. Access to this room is limited to employees of ParkSecurity or ParkManagement FLP BV. If maintenance or repairs to the camera system are necessary, this will be carried out by a contracted company, under the supervision of ParkSecurity. This presence is recorded in the daily report of ParkSecurity stating the work performed.

Camera images are stored according to the legal term of four weeks. In the event of incidents, only the necessary fragment is kept longer until the incident has been handled.

- *Sharing of camera images*

If necessary, the images are shared with the competent authorities (for example, the investigation services of the Police and the Public Prosecution Service). This data transfer is possible via USB storage or, for example, via team viewer. Access is not provided to private parties, unless they themselves are in the picture and have a plausible interest to be able to view and / or receive the images.

- *Complaints and questions*

Questions or complaints about the applications of the camera system and about the behavior of the involved employees involved can be submitted to the Cooperative via [info@anthonyfokker.nl](mailto:info@anthonyfokker.nl). A response will be given within four weeks of receipt of the complaint.

You also have the option to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>.

# PARK REGULATIONS



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## Appendix 1: GENERAL INSTRUCTIONS FOR REPORTING AN INCIDENT

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The reporting of incidents must always be made to:

- **ParkSecurity, which can be contacted via:**

**telephone number 020 – 60 55 118/119 (non-serious incidents)**

**telephone number 020 – 60 55 555 (alarm number)**

- **Clearly state:**

WHO YOU ARE,  
WHAT IS HAPPENING,  
HOW YOU CAN BE CONTACTED,  
WHERE YOU ARE,  
WHETHER THE REGIONAL ALARM CENTRE (telephone number 112)  
HAS ALREADY BEEN CALLED.

If the incident reported by you is a **FIRE** then, only if your own safety allows this, you must:

- \* close but definitely do not lock the access doors to the location of the fire;
- \* warn persons who are in danger;
- \* extinguish a beginning fire with the extinguishers present for this purpose.

In the event of an emergency the Business Park Evacuation Plan and the associated Evacuation and Emergency Response plans of the tenants concerned will come into operation. During an emergency the emergency team and the company emergency response teams are responsible for controlling the emergency in the FLP until external emergency services are present.

**All persons must strictly follow the instructions given by these officers.**

**Under no circumstances leave your assembly point or the FLP without receiving permission for this from these officers.**



# PARK REGULATIONS



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## Appendix 2: OVERVIEW OF GENERAL TELEPHONE NUMBERS AND EMAIL ADDRESSES

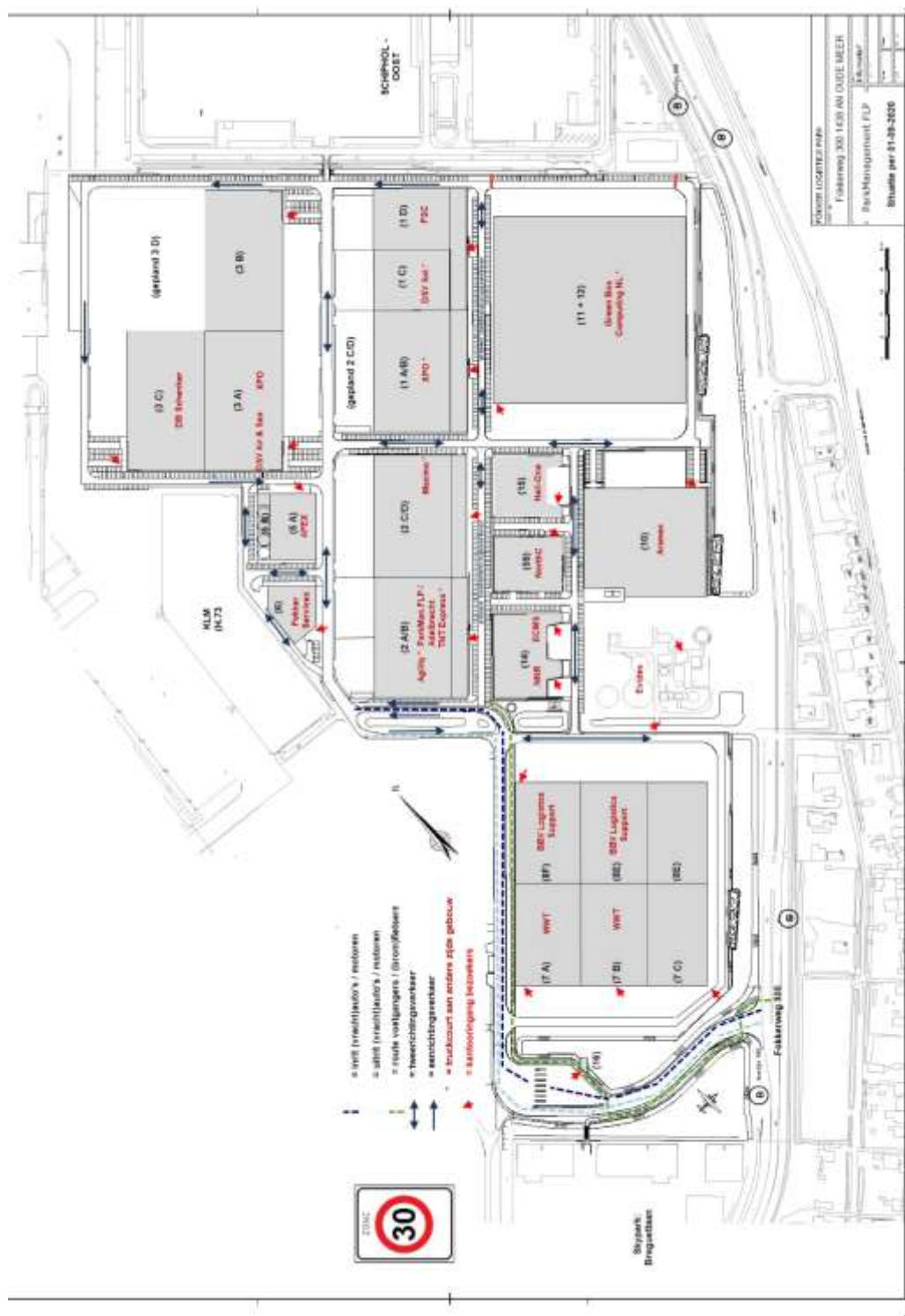
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FLP alarm number (available 24 hours per day)		T. 020 – 60 55 555
General service/malfunction number FLP		T. 020 – 60 55 100 E. <a href="mailto:info@anthonyfokker.nl">info@anthonyfokker.nl</a>
ParkSecurity (available 24 hours per day)	security lodge	T. 020 – 60 55 118/119 E. <a href="mailto:parkbeveiliging@anthonyfokker.nl">parkbeveiliging@anthonyfokker.nl</a>
FLP ParkManagement B.V.		T. 020 – 60 55 100 E. <a href="mailto:info@anthonyfokker.nl">info@anthonyfokker.nl</a>
Fokker Logistics Park website		<a href="http://www.FokkerLogisticsPark.com">www.FokkerLogisticsPark.com</a>
On this website you will find relevant general information on the Fokker Logistics Park and the companies located in the business park.		

# PARK REGULATIONS



## APPENDIX 3: MAP OF FOKKER LOGISTICS PARK



drafted:  
© ParkManagement FLP B.V.

approved:  
Anthony Fokker Logistics Cooperative Association U.A.

reference:  
2020021

issue/date:

# PARK REGULATIONS



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## Appendix 4: EXAMPLE OF FOKKER LOGISTICS PARK ID CARD/ACCESS PASS

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Ruimte  
bestemd  
voor  
pasfoto

Voorletters:  
Achternaam:  
Bedrijf:  
Categorie:  
Geldig tot: 2 jaar vanaf afgifte datum

**VOORBEELD**

**FOKKER**  
LOGISTICS PARK  
FOKKERWEG 300  
1438 AN OUDE MEER (NL)

FRONT

**LEGITIMATIEBEWIJS**

Pas is eigendom van ParkManagement FLP B.V.

Vinder, gaarne dit bewijs  
Ongefrankeerd terugsturen naar

**FOKKER LOGISTICS PARK**  
**POSTBUS 75135**  
**1117 ZR SCHIPHOL**

Pas op verzoek van Parkbeveiliging tonen of overhandigen

**VOORBEELD**

REAR

# PARK REGULATIONS



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## **Appendix 5: OVERVIEW OF SERVICES PROVIDED ON BEHALF OF THE COOPERATIVE**

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Management and maintenance of:

1. Perimeter security (security of the FLP site outside of the buildings);
2. Emergency response evacuation plan, park level
3. Clean rainwater sewer, waste water sewer and “grey” rainwater sewerage system, including the lamella separator and pumping stations;
4. Bodies of water associated with the FLP;
5. Roads and cycle paths, including signage outside of buildings;
6. Snow and ice control, public roads and cycle paths;
7. Public lightning;
8. Landscaping;
9. Pest control;
10. Litter control on all areas of the site outside the buildings (see also Chapter 5.k);;
11. General park facilities;
12. Central fire extinguishing facilities, including sprinkler networks, outside of the buildings;
13. Gas and electricity supply.

# PARK REGULATIONS



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## **Appendix 6: OVERVIEW OF OPTIONAL SERVICES PROVIDED BY PARKMANAGEMENT FLP B.V.**

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1. 24-hour malfunction handling for tenants and building owners;
2. Preventive technical maintenance for tenants and building owners;
3. Collection and disposal of residual materials, commercial waste and hazardous waste;
4. Cleaning maintenance of buildings, including window cleaning;
5. Snow and ice control of rented areas of the site;
6. Maintenance of hand fire extinguishers;
7. Building-related security;
8. Catering facilities;
9. Energy and environmental advice;
10. Emergency response advice and training;
11. Planting in buildings;
12. Advice during reconstruction.

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## Appendix 7: GENERAL CONDITIONS FOR DISCHARGES INTO THE WASTE WATER SEWER

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- 1 It is only permitted to discharge household and sanitary waste water at the discharge points intended for this purpose, which are connected to the waste water sewerage system of the FLP.
- 2 It is not permitted to discharge the following without the permission of ParkManagement:
  - Groundwater and/or rainwater;
  - Solid, sinkable substances that can hinder unimpeded drainage through the sewerage system;
  - Substances in such concentrations that it can reasonably be expected that they will cause damage to the sewerage system or to the functioning of the waste water treatment plant;
  - Polluting substances or substances that are damaging to human beings and to hydrobiological life, in such amounts that, in the judgement of the Rijnland Water Board, too much detriment to the capacity of the receiving surface water is to be expected, even after treatment of the waste water in the waste water treatment plant;
  - Substances that (can) cause odour nuisance;
  - Substances with a temperature higher than 40 degrees Celsius, or exothermic substances that can substantially increase the water temperature.
  - Substances that have originated from solid waste substances with the use of cutting equipment.

- 3 Discharge of the following substances in a concentration higher than the stated limit is not permitted. These concentrations may not be obtained through dilution:

<i>Substance/parameter:</i>	<i>Random sample limit:</i>
Phosphorus, total	20 mg/l
Nitrogen, total	150 mg/l
Chromium, total	375 µg/l
Lead	200 µg/l
Copper	600 µg/l
Nickel	250 µg/l
Zinc	2,200 µg/l
Arsenic	60 µg/l
Cadmium	25 µg/l
Mercury	12.5 µg/l
Chloride	750 mg/l
Cyanide	250 µg/l
Sulphate	450 mg/l
VCHCs (Volatile Chlorinated Hydrocarbons)	40 µg/l
Mineral oil	50 mg/l
BTEXN (Benzene, Toluene, Ethylbenzene, Xylenes and Naphthalene)	100 µg/l
Fluoride	5 mg/l
Fat (PEE - Petroleum Ether Extract)	50 mg/l
Acidity	minimum: 6.5 maximum: 10

All priority substances according to the Water Framework Directive (WFD) as designated by the Dutch National Institute for Environmental Hygiene (RIVM).