

Consent form for processing personal data

We, the Dutch Foundation Plan Kiskeya, understand that you share a great deal of personal information with us. This is necessary to be able to reunite people. We handle your data carefully and responsibly and we operate in accordance with the GDPR. We therefore ask for your consent to process personal data. Below we explain why we do this and how we do it. We also explain which rights you have and with whom you can exercise them.

What are personal data?

In this form we explain exactly what we mean by personal data, why we need them and what that means for you. Personal data are any information that can be directly or indirectly traced back to you, such as name, email, telephone number and address. Data from which race, ethnicity and genetics can be derived are called special categories; we only request those if it is truly necessary. Examples are genetic data such as DNA and biometric data such as a photo for identification.

We only request your data for specific purposes named in this form, and we only ask for what is necessary for that purpose. That means we do not collect extra information “just in case.” For example, we use your data to register your participation in our database. If you give consent, that is the legal basis for the processing; you can withdraw that consent at any time.

We ensure that your data are stored securely and are only accessible to people who need them. We have implemented additional technical and organizational measures (such as encryption, restricted access and strict procedures) to protect these data. If we share your data with local partners in Haiti or with processors, we always request separate, explicit consent and apply additional safeguards. We have also prepared a privacy statement, which you can find over [here](#).

Principles we apply to all processing

We operate in accordance with the GDPR processing principles: lawfulness, purpose limitation, data minimisation, accuracy, storage limitation, integrity and confidentiality, and accountability. We apply the GDPR principles to all processing activities to handle your data carefully and fairly.

1. Lawfulness: this means we only process data when there is a lawful basis for doing so.
2. Purpose limitation: we use data only for the purpose for which you provided it and do not collect more than strictly necessary.
3. Data minimisation: for everything we request, we have a good reason. If we do not need it, we will not ask for it.
4. Accuracy: we ensure that the data are correct and up to date.
5. Storage limitation: after our processing is complete or the consent period has expired, we delete or anonymise the data.
6. Integrity and confidentiality: we protect data against loss and unauthorised access with technical and organisational measures.

Finally, we are accountable for what we do: we document processing activities, conclude processor agreements, and respond to requests from data subjects. In this way we safeguard your privacy and ensure transparency in every processing activity.

Purpose of the processing and legal bases

We process your personal data for the following purposes and on the legal bases indicated:

1. Consent for processing activities for which you give explicit consent. This includes, for example, processing your date of birth or nationality.
2. Performance of a contract to fulfil obligations arising from an agreement with you. We use this, for example, to process and send DNA kits, handle donations, and register and organise registrations for meetings or programmes.
3. Processing of special categories of personal data for our religious or philosophical, non-commercial purpose. We use this legal basis only for special categories of personal data and only if the processing fits within the foundation's religious or philosophical purpose. An example is: to help locate families, we request detailed information about the course of the adoption process.

Retention period

We retain your data for as long as your profile is included in our database. In the case of an adult searching for adult family members, this period is 15 years. In the case of an adult searching for minor family members, this period is 20 years. After your profile is removed, we also delete this data, unless the law requires us to retain the data for a longer period.

If you withdraw your consent or the data is no longer needed, we delete or anonymise it, unless there is another legal reason to retain it for longer. We delete the data processed for the performance of a contract one year after the last relevant processing, unless the law requires us to retain the data for a longer period.

Processing of minors

We also process personal data of persons under the age of 18. In that case, we ask your parents or guardian to agree to the forms instead of you. By agreeing to this form, you declare that you are at least 18 years old at the time of your agreement. If it turns out that a person under the age of 18 has provided data incorrectly, we delete that data immediately as soon as we become aware of it.

For a minor, the procedure to exercise your rights is different:

- a. If you are younger than 12 years, your parent or guardian must make this request, as your legal representative.
- b. If you are between 12 and 16 years old, you and your parent or guardian can both ask the owner of the website.
- c. If you are 16 years or older, you can ask for the deletion of your data yourself.

No sale of data

No sale: we do not sell your data. We only share data with processors or third parties when necessary for the purposes stated, and always under appropriate contractual and technical safeguards.

Data transfer to our local partners in Haiti

Your data may be shared with our local partners in Haiti; this is called a data transfer. This includes both personal data and special categories of personal data. Important to know: although the data are shared with these local partners, the personal data themselves are physically stored on servers within Europe in European data centres. We ensure that these transfers fully comply with the GDPR. We do this by implementing appropriate safeguards, such as:

1. Contractual safeguards (standard contractual clauses).
2. Technical measures such as encryption during transfer and, where possible, encrypted storage.
3. Organisational measures such as strict access controls and a need-to-know policy.
4. Clear agreements with our local partners and audit/control arrangements where necessary.

If you wish, we will provide concrete information on request about the specific safeguards we have applied to your data.

Your rights and our protocols

You have several rights that you can exercise under the GDPR. These rights give you control over your own personal data. Your rights as a data subject are:

1. Right to information. For example: we tell you who we are, what we do with your data and why we do it.
2. Right of access. For example: you can ask which data we hold about you; we will then send you an overview.
3. Right to rectification. For example: you provided a misspelled surname and want it corrected.
4. Right to erasure (right to be forgotten) under certain conditions. For example: you no longer want to be included in our database and request deletion.
5. Right to restriction of processing in certain situations. For example: you requested a data change that we have not yet processed.

If we process data based on your consent and you withdraw that consent, we will stop processing from the moment of withdrawal. Withdrawal does not have retroactive effect for processing already carried out.

We have internal protocols to verify requests to exercise these rights and to handle them within the statutory time limits. We may ask you to identify yourself before we process your request.

If you believe we are not respecting your rights, we would like to hear from you and will discuss the matter with you. If we cannot reach a resolution, you may file a complaint with the Dutch supervisory authority: the Autoriteit Persoonsgegevens. If you reside in the European Union, you may choose to file a complaint with the supervisory authority in your country of residence. If you reside in the United Kingdom, you may, in accordance with the UK GDPR, file a complaint with the UK Information Commissioner's Office and with the Dutch supervisory Autoriteit Persoonsgegevens.

How to exercise your rights

You can contact us to exercise your rights. The contact details are:

E-mail: info@plankiskeya.com

Postal address: Postbus 4050, 7200 BB Zutphen The Netherlands

Registered with the Dutch Chamber of Commerce under number: 71683046

Technical and organisational measures

We have taken appropriate measures to protect your personal data, such as encryption where necessary, access on a need-to-know basis and processor agreements.

Privacy statement and additional information

You can find more details in our full privacy statement, which is available [here](#). It also lists the processors we use and the categories of data we process.

Consent

I give consent to the Dutch Foundation Plan Kiskeya for the processing of my personal data for the purposes described above and under the conditions set out in this form. My consent explicitly covers:

1. Giving consent to the processing of (special categories of) personal data.
2. Declaring that I am at least 18 years old at the time of agreeing, or that I am younger than 18 and have the consent of my parent/guardian.
3. The provision and transfer of special categories of personal data to our local partners in Haiti, under the appropriate safeguards described in this form. I understand that this consent specifically applies to special categories of personal data and that, without my explicit consent, such data will not be disclosed to third parties.