

PRIVACY STATEMENT CIVIL-LAW NOTARY'S OFFICE R.M. DOM, LLM

This statement provides information about how our office manages personal data that is processed in the performance of our duties and services.

Our contact details

- Office name: Civil-law Notary's Office R.M. Dom, LL.M.
- Address: Zwartelaan 28, 2271 BR Voorburg, the Netherlands
- Email address: info@notariskantoor.nl

Our services

Our office exclusively requests your personal data for the following purposes:

- to perform assignments regarding counsel or other services;
- to comply with statutory duties and obligations;
- for those purposes for which you have given your specific consent.

Your data will not be used for other purposes without your consent.

Your personal data is requested to draft a notarial instrument or to perform another assignment to us.

Rules regarding personal data in notarial instruments

When drafting a notarial instrument using your personal data, the civil-law notary is bound by legal rules. These affect how your personal data is processed:

1. The civil-law notary must include certain personal data in the instrument. Therefore, your personal data is processed on a legal basis.
2. The civil-law notary is obliged to keep the signed instrument containing your personal details in perpetuity.
3. As soon as the instrument has been signed by the civil-law notary, it becomes formal evidence. No changes may be made to it, even if the personal data is inaccurate. If amendments are needed, the civil-law notary must draft a new instrument stating the amendment.
4. The civil-law notary must check certain personal data against the information in the Personal Records Database (*Basisregistratie Personen*), the Commercial Register (*Handelsregister*) and the Land Register (*Kadaster*).
5. The civil-law notary is obliged to establish your identity. He must ask you to produce a valid identity document. The civil-law notary is one of the few authorities who may make a copy of this document including all the details in it.
6. Your personal data is protected by the civil-law notary's duty of professional secrecy. Unauthorized parties will not be given access to the data.

Sources of the personal data processed

Our office will only process personal data that have not been submitted to us by you yourself within the scope of the assignment you gave us. The source of the data will always be one of

the following:

- Public records, including the Land Register (*Kadaster*);
- Real estate agents or other advisers in respect of a contract of purchase and sale, to which you are one of the parties;
- Donors.

Disclosure of your personal data to third parties

Our office will only disclose your personal data to others (third parties) if this is a statutory obligation, or if this is essential for the performance of our duties.

Our office does not disclose personal data to recipients outside the EU or international organisations.

Storing your personal data

Our office will not save your personal data longer than required to serve the purpose for which it was collected, for the performance of statutory duties and compliance with statutory obligations, or for the performance of agreements (including, for instance, statutes of limitation).

The statutory retention periods under the Civil-law Notaries Act (*Wet op het Notarisambt*) and the Public Records Act (*Archiefwet*) apply. Notarial instruments are saved in perpetuity.

Your rights regarding the personal data processed by us

When your personal data is processed by our office, you can exercise the following rights under the General Data Processing Regulations (*Algemene Verordening Gegevensbescherming*).

You can do so by sending a request (preferably in writing) to the contact details given in this Privacy Statement. Before granting your request, we will first establish your identity by means of a valid identity document.

Right of access by the data subject

You may always enquire which personal data our office processes, for which purpose it was processed and how long it will be saved. If we cannot allow your request on the grounds of legal restrictions, we will assess this and inform you accordingly.

Right to rectification

If you believe that certain data has not been processed correctly, you have the right to request rectification of those data. If this concerns data quoted in a notarial instrument, rectification is impossible and a new instrument will have to be drafted as a supplement to the inaccurate instrument.

Right to erasure

If you want your personal data to be erased, you may submit a request to delete them. If the data is quoted in a notarial instrument, the civil-law notary is not permitted to delete them.

Right to restrict processing

If you wish to restrict the processing of your personal data by our office, you may submit a request to that end.

Right to data portability

If your personal data is not processed for a notarial instrument and you want your personal data to be transferred to a different service provider, you may submit a request to that end. Such data transfers are not always possible, however, as they may conflict with statutory obligations on the civil-law notary.

Potential restrictions to exercising your rights pursuant to the General Data Protection Regulation

Our office makes every effort to protect your rights under the General Data Protection Regulation. In some instances, these rights may conflict with other statutory provisions, such as the Civil-law Notaries Act (*Wet op het Notarisambt*). If for this reason the civil-law notary is unable to allow an above request made by you, he will inform you in writing.

Complaints about the processing of your personal data by our office

If you have a complaint about the processing of your personal data by our office, please write to us using our office contact details stated at the top. You can also lodge a complaint with the national supervisory body, the Dutch Data Protection Authority (*Autoriteit Persoonsgegevens*). For details please visit their website, www.autoriteitpersoonsgegevens.nl.