

## Privacy Statement of Notarissencombinatie Den Helder

This Privacy Statement provides information about how our office handles personal data that are processed in the context of our activities and services.

### Our Contact Information

Office name: Notarissencombinatie Den Helder  
Address: Drs F. Bijlweg 5  
Postal code / city: 1784 MC Den Helder  
Contact person: *mr* Arrindell  
E-mail address: e.arrindell@notarissencombinatie.nl

### Our Services

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

- for carrying out instructions to provide advice and/or other services;
- to comply with statutory tasks, duties and obligations; and/or
- for the purposes for which you have specifically given permission.

Without your permission, your data will not be processed for any other purposes.

Personal data are requested for the drafting of a notarial deed or for the execution of any other instruction.

### Rules regarding Personal Data provided for Notarial Deeds

If our office draws up a notarial deed with your personal data, the notary must comply with legal rules. These affect the processing of personal data:

1. The notary must include certain (personal) data mandatorily in the deed. Your data are therefore processed on a legal basis.
2. The notary must retain the signed document containing your personal data forever.
3. As soon as the deed has been signed by the notary, it becomes an official item of documentary evidence. After that, nothing can be changed anymore therein, even if the personal data are not correct. If changes are necessary, the notary must draw up an additional new deed containing the change.
4. The notary must check certain (personal) data mandatorily in the Basic Personal Records System (BRP), in the Trade Register and/or in the Land Registry.
5. The notary must mandatorily verify your identity. For that, he must request a valid identity document from you. The notary is one of the few officials in the Netherlands who is also allowed to copy such documents, with *all information* thereon.
6. Your personal data are covered by the professional secrecy of the notary. Unauthorized persons do not have access to those data.

### Rules regarding Personal Data provided for Advice and Other Services

For the other processing of personal data by our office the following rules apply:

The processing of personal data has the following objectives and associated legal grounds:

- o legal regulations;
- o provision of other instructions, for example, instructions to organize an auction or to perform an agreement, for example, a purchase agreement sent to us.

### Source of Processed Personal Data

If our office processes personal data about you that we have not obtained from you, this will always be done in the context of an instruction provided to us. The source of that data will in those cases be one of the following:

- public registers, including the Land Registry and the public registers held by the District Court;

- real estate agents or other advisers in connection with a purchase agreement in which you are one of the parties;
- donors;
- banks;
- your accountant or bookkeeper.

### **Transfer of your Personal Data**

Our office will only transfer your personal data to others (third parties) if this is legally required or if this is really necessary to carry out the instructed activities.

Our office provides personal data to the following recipients:

- registration holders who receive a copy of the deed, for example the Land Registry;
- the Tax Authorities;
- the Central Testaments Register.

Personal data are not transferred by our office outside the EU, nor to any international organizations or advertisers.

### **Retention of your Personal Data**

Your personal data are not retained by our office for longer than necessary for the purpose for which it was collected, for the performance of statutory tasks and duties, and the fulfilment of legal obligations or the execution of agreements (think of for instance limitation periods). Retention periods from statutory provisions such as the Notaries Act and the Public Records Act apply. Notarial deeds are retained eternally.

### **Your Rights with respect to Personal Data Processed by Us**

If your personal data are processed by our office, you can make use of the following rights on the basis of the General Data Protection Regulation.

You can do this by means of a sending us a (preferably written) request via the contact details as stated in this Privacy Statement. Before we grant your request, we will first verify your identity on the basis of a valid identity document.

#### **Right of Inspection by the Data Subject**

You can always request which personal data our office processes, for what purpose this is done and how long they will be retained. There may be a legal basis that prevents us from accepting your request, and we will assess this and inform you about the outcome.

#### **Right of Rectification**

If you believe that certain data have not been processed correctly, you have the right to request rectification of these data. If this concerns data in a notarial deed, this is not possible and a new deed will have to be drawn up in addition to the incorrect deed.

#### **Right of Erasure (Right to be "Forgotten")**

If you want your personal data to be erased, you can submit a request to that effect. If the data are in a notarial deed, the notary is forbidden by law to erase them.

#### **Right to Restriction of the Processing**

If you want to restrict the processing of personal data by our office (pending the rectification of your personal data requested by you, a submitted objection to the processing or because you do not want data to be deleted even though the processing is unlawful) you can submit a request to that effect to us.

#### **Right to Data Portability**

If your personal data are not processed for a notarial deed and you wish to transfer the personal data to another service provider, you can submit a request for this. Such a transfer is not always possible, however, since legal notarial duties and obligations can oppose this.

**Possible Restrictions on the Exercise of Your Rights based on the General Data Protection Regulation**

Our office makes every effort to comply with your rights on the basis of the General Data Protection Regulation. However, it is possible that these rights are in conflict with other statutory provisions such as the Notaries Act. If the notary cannot meet one or more of the aforementioned requests for that reason, you will be informed thereof in writing.

**Complaints about the Processing of your Personal Data by our Office**

If you have any complaints about the processing of your personal data by our office, please let us know via the contact details stated at the beginning of this Privacy Statement. You also have the right to file a complaint with the competent supervisory authority, the Dutch Data Protection Authority. For that, see the website [www.autoriteitpersoonsgegevens.nl](http://www.autoriteitpersoonsgegevens.nl).