

# Privacy statement

In this privacy statement Caminada Notaries explains how we protect your personal data.

## **Personal data and notarial deeds**

The law prescribes which personal data a civil-law notary must collect and check when a deed is drawn up. The consequences attached to the use of your personal data are as follows:

- the civil-law notary must include certain personal data in the deed;
- the civil-law notary must keep the signed deed with your personal data indefinitely;
- if the deed is signed by the civil-law notary, it becomes an official piece of evidence. No further changes can be made to it, not even if the personal data are incorrect. If any changes need to be made, the civil-law notary will make a new deed containing these changes;
- the civil-law notary is obliged to check certain personal data in various registers, such as the Persons Database (*Basisregistratie Personen, BRP*), the Commercial Register (*Handelsregister*) and the Land Register (*Kadaster*);
- if your personal data are included in a notarial deed, this means that the other persons mentioned in the deed will also be able to see this information. If the deed is entered in a public register, your personal data can also be seen by third parties;
- the civil-law notary must verify your identity on the basis of a valid identity document. The civil-law notary is one of only a few persons permitted to make and keep a photocopy of the original identity document;
- your personal data are covered by the civil-law notary's obligation of professional secrecy;
- your personal data may be included in a notarial deed or file of which you are not the client or in which you are not directly involved. This is the case, for instance, when you are the director of a legal entity, an heir, beneficiary or legatee of an estate or the administrator of an owners' association. If our office uses your personal data and we did not receive these from you personally, this will always be in connection with instructions we have been given. In that case the source of your personal data will be, for example, the

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public registers (including the Land Register) or an estate agent in connection with a purchase contract in which you are one of the parties.

#### **Personal data of clients in general**

If you have not yet instructed us to draw up a notarial deed but have given us a consultancy assignment or have asked us a question, then we will use your personal data:

- for our records;
- in order to communicate with you;
- in general for carrying out the assignment.

If you have asked us a question, we will use the data you yourself have provided. In the case of a consultancy assignment or another assignment, we will ask you to provide us with various details, such as your first name(s), surname, address details (including an email address), marital status and telephone number. We will also ask to see a valid identity document and to make a photocopy of it.

#### **Personal data of newsletter subscribers**

Personal data of newsletter subscribers will be used by us to send our newsletter. We will only send newsletters if you have completed a form for this purpose. The following personal data will be requested for this:

- first name;
- surname;
- email address.

#### **Reason for requesting personal data**

Our office will only request your personal data for the following purposes:

- to carry out consultancy assignments or perform other services;
- to comply with legal duties or obligations; or
- those purposes for which you have specifically given your permission.

We will only request information necessary for the performance of our services.

#### **Provision of information to third parties**

We may provide the information you have given us to third parties if this is necessary for the performance of our services. An example would be your advisor or an estate agent in connection with a purchase contract in which you are one of the parties.

If we pass on personal data to others we will make arrangements with them in order to protect your privacy.

### **Retention period**

As civil-law notaries, we often need to store personal data for a long time. This is one of our legal duties, arising from, for instance, the Dutch Civil-Law Notaries Act (*Wet op het notarisambt*) and the Dutch Public Records Act (*Archiefwet*).

### **Protection**

Some of the measures we have in place to protect your personal data are:

- all persons able to access your personal data are bound by a duty of confidentiality;
- all our systems are username and password protected.
- we make backups of the personal data so we can recover them in the event of physical or technical incidents;
- we test and evaluate our measures on a regular basis;
- our employees have been informed of the importance of protecting personal data.

### **Rights concerning your personal data**

In some cases there will be a right to access, rectify or erase the personal data we have received from you. You may sometimes also be able to request us to transfer your personal data to another service provider.

If we keep your personal data on the basis of permission you have given for this purpose, you will always have the right to withdraw this permission. This applies, for example, when you have subscribed to our newsletter.

### **Complaints**

If you have a complaint about the processing of your personal data, please contact us. Should we be unable to resolve the matter together this would naturally be most regrettable but in that case you would be able to contact the Dutch Data Protection Authority (*Autoriteit Persoonsgegevens*), the supervisor of the protection of privacy.

### **Any questions?**

If you have any questions or comments after reading this privacy statement, please do not hesitate to contact us.