

Het Notarieel Privacy Statement

This statement provides information on how we handle personal data that are processed in the context of our activities and services. By using our services, you consent to the use of your data as described in this privacy statement.

Our contact details

Het Notarieel
Eekwal 8 / Postbus 1493
8001 BL Zwolle
avg@hetnotarieel.nl
(+31)38-4273410

Our services

We only collect your personal data for the following purposes:

- to perform assignments for advice or other services;
- to comply with statutory duties and obligations; or
- for purposes for which you have specifically consented.

Your data will not be processed for other purposes without your permission.

For the branches in Zwolle, Deventer, Kampen and Rijssen, we use a single client system.

Rules on personal data in connection with notarial deeds

If a notarial deed is drawn up in which your personal details are included, the civil-law notary must comply with statutory regulations. These affect the processing of personal data.

1. The civil-law notary is required by law to include certain personal data in the deed.
2. The civil-law notary is obliged to keep the signed deed forever.
3. As soon as the deed is signed by the civil-law notary, it becomes an official document of proof. In that case, nothing may be changed anymore, even if the personal details mentioned in the deed are not correct. If changes prove necessary afterwards, the civil-law notary must draw up a new deed in which the change is included.
4. The civil-law notary has to check certain personal details in the Personal Records Database (Basisregistratie Personen), the trade register of the Chamber of Commerce and the Land Registry.
5. The civil-law notary is required to verify your identity. To do so, he must obtain a valid identity document from you. The civil-law notary is one of the few people who is allowed to copy your identity document with all the data on it.
6. Your personal data are covered by the notary's professional secrecy. Unauthorized persons will not have access to the data.

Performing assignments for advice or other services

With regard to processing other than that to which we are obliged by law, the following categories can

be distinguished with the legal grounds and purposes stated therein.

- *Requesting, collecting, consulting, using, storing and recording personal data:*
 - the purpose of this is to provide services and advice and to draw up declarations, contracts and private instruments;
 - the civil-law notary is allowed to process your data within the framework of the execution of the agreement that has been entered into with you;
 - for these categories, the civil-law notary will process your name, address and place of residence (name and address details), date and place of birth, marital status and identification document details.
 - The civil-law notary has to check your identity; he will ask you for a valid proof of identity for this.
- *Provision of personal data by means of forwarding them to other parties involved in the file:*
 - The purpose of this is to inform the other parties involved about the status of your file at Het Notarieel and the content of the documents drawn up by us;
 - other parties to the deed may also see your personal data;
 - you or your other party may be assisted by a person who needs the documents drawn up in order to be able to perform his (advisory) activities for you or for the other party (such as an estate agent, accountant or other (financial) adviser). Het Notarieel will provide these documents for you and your other party to the person(s) concerned;
 - Het Notarieel will only provide the drafts and file documents to (other) third parties if you have given permission to do so, for example in an agreement;
 - the documents that we provide may include your name, date of birth, place of birth, Citizen Service Number (BSN), marital status, details on your identity document, financial details and other contact details.
- *Giving personal data through transmission to (public) registers:*
 - the purpose of this is the entry of data or deeds in (public) registers for the purpose of recognizability;
 - Some executed deeds will be entered by us in the (public) registers such as the Land Registry and the Trade Register of the Chamber of Commerce;

- The civil-law notary registers the deeds in these registers because this is a statutory obligation; if you want to register a deed in the Central Register of Wills (CLTR), this is not a statutory obligation and we will therefore ask for your permission;
 - the documents that we provide may include your name, date of birth, place of birth, Citizen Service Number (BSN), marital status, details on your identity document, financial details and other contact details.
- *The collection, recording and use of personal data for personal use* have the following purposes and associated legal bases:
 - the purpose of these processes is to be able to share knowledge, upcoming deadlines and news about Het Notarieel and our services;
 - we will ask for your explicit permission to do so;
 - we will process your name and other contact details in a file;
 - we only do this with your permission; if you want to revoke a previously granted permission after a certain period of time, this is possible at any time.

Source of processed personal data

When we process personal details of you that have not been obtained from you, this will always be done within the framework of the assignment given to us. The source of that data will then be one of the following:

- the other party;
- the public registers, including the Land Registry and the Trade Register of the Chamber of Commerce and the Central Insolvency Register (CIR), the Central Guardianship and Administration Register (CCBR) and the Court's Matrimonial Property Register;
- an estate agent or other (financial) adviser in connection with an agreement relating to real estate and other property subject to registration to which you are one of the parties;
- the mortgage broker, accountant, bookkeeper, tax consultant or any other financial adviser;
- the bank or any other financial institution;
- Personal Records Database (BRP).

Transfer of your personal data

We will only pass on your personal data to third parties if this is required by law (for example to the Chamber of Commerce if you set up a company), if this is required to carry out our activities (for example to a broker or other adviser in connection with an agreement relating to real estate and other

property subject to registration to which you are one of the parties), or if you have given your permission for this.

Het Notarieel provides personal data to the following recipients:

- Royal Dutch Association of Civil-law Notaries (KNB);
- Tax authorities;
- holders of the registers referred to above;
- intermediaries mentioned above, such as estate agents and (financial) advisers.

Personal data will not be transferred by Het Notarieel outside the European Union or to international organizations without your prior consent.

Storage of your personal data

Your personal data will not be kept by us longer than is necessary for the purpose for which it was collected, for the performance of statutory duties and the fulfilment of statutory obligations or the performance of contracts. The retention periods laid down in statutory provisions such as the Civil-Law Notaries Act (Wna) and the Public Records Act (AW) shall apply. Notarial deeds are kept forever.

Your rights with regard to personal data processed by us

If your personal data is processed by us, you may exercise the rights set out below in accordance with the General Data Protection Regulation (AVG). You can do this by submitting a written request to our office (see the contact details listed at the top of this privacy statement). Before we process your application, we will first identify you by means of a valid identity document.

Data subject's right of access

You can ask which personal details are processed by Het Notarieel, for which purposes and for how long they are stored. There may be a legal basis that prevents us from complying with your request. We will assess this and inform you about it.

Right to rectification

If you believe that certain data have not been processed correctly, you have the right to request the rectification of this data. In the case of data included in a notarial deed, a deed of rectification will be drawn up.

Right of oblivion

If you want your personal data to be deleted, you can submit a request to this effect. If it concerns data included in a notarial deed, we are not allowed to delete this data.

Right to restriction of processing

If you wish to restrict the processing of personal data by Het Notarieel (pending the rectification of your personal data requested by you, if you object to the processing, or if you do not want the data to be deleted despite the fact that the processing is unlawful), you can submit a request to this effect.

Right to data portability

If your personal data are not processed for a notarial deed and you want to transfer the personal data to another service provider, you can submit a request to this effect. Such a transfer is not always possible, as statutory notarial obligations may prevent this.

Possible restrictions on the exercise of your rights under the General Data Protection Regulation

Het Notarieel makes every effort to comply with your rights on the basis of the General Data Protection Regulation. However, these rights may conflict with other legal provisions such as the Civil-Law Notaries Act. Should the civil-law notary for this reason not be able to comply with one of the mentioned requests, you will be informed of this in writing by us.

Security

Het Notarieel protects your personal data by taking the following measures:

- secure access to personal data for our employees through access control on our computers and other equipment;
- secure access to personal data by third parties through the encrypted transmission of documents;
- protection of our networks and our devices with security programmes.

Changes to this privacy statement

Het Notarieel reserves the right to make changes to this privacy statement. A current version of the privacy statement is published on our website: www.hetnotarieel.nl. Our services are always subject to the most recent version of this privacy statement.

Complaints about the processing of your personal data by Het Notarieel

If you have any complaints or questions about the processing of personal data by Het Notarieel, please let us know. You also have the right to submit a complaint to the supervisory authority, Dutch Data Protection Authority (Dutch DPA). You can visit the website www.autoriteitpersoonsgegevens.nl for this.