

## Amsterdam Zuid Notariaat Privacy Notice

This notice contains information on how our firm handles personal data which have been processed on account of the services we offer.

### Our contact details

Name: Amsterdam Zuid Notariaat  
Address: Stadionweg 88  
Post code / Place: 1077 SR Amsterdam  
email address: [lbakker@lbnotararis.nl](mailto:lbakker@lbnotararis.nl)

### Our services

Our civil law firm will only ask for your personal data for the following purposes:

- To execute clients' instructions for advice or other services;
- To comply with legal tasks and obligations; or
- Purposes you have specifically given permission for.

Your personal data will not be processed for any other purposes without your consent.

We will ask for your personal data where we are to draw up a notarial deed or execute your instructions.

### Rules on personal data in notarial deeds

If you instruct our firm to draw up a notarial deed containing your personal data, the civil law notary must comply with certain legal rules on processing your data:

1. The civil law notary must include certain (personal) data in the deed. Your data are therefore processed in accordance with a legal ground.
2. The civil law notary must keep the signed deed containing your personal data for an indefinite period of time.
3. As soon as it has been signed by the civil law notary, the deed becomes an official document and cannot be altered, even if the personal data are incorrect. If alterations need to be made in the deed, the civil law notary must draw up a new deed containing the alterations.
4. The civil law notary must check certain (personal) data in the *Basisregistraties Personen* (Dutch municipal registers of basic personal data), the *Handelsregister* (the Dutch Trade Register) and the *Kadaster* (the Dutch Land Register).
5. The civil law notary must verify your identity. For this purpose, he will ask you to present a valid identity document. The civil law notary is one of few officials who are allowed to make a copy of your id document including all data.
6. The civil law notary is held to respect your personal data under his duty of confidentiality. Unauthorised persons cannot access your personal data.

### Advice and other services

Personal data are processed by our firm as shown hereafter:

Processing activity	Purpose	Category of persons concerned	Category of personal data	Retention period (if possible)
Request, collect, consult, use and store for the execution and retention of notarial deeds	Execution of notarial deeds	Persons mentioned in the deed	Name, address and place, date and place of birth, civil status, details of identity documents.	Indefinitely
Request, collect, consult, use and store in order to prepare and process notarial deeds (the file)	Execution of notarial deeds	Persons mentioned in the deed	Name, address and place, date and place of birth, civil status, details of identity documents, BSN.	20 years
Transfer by means of forwarding: drafts and file documents to third parties	Inform third parties at the client's request	Persons mentioned in the deed	Name, address and place, date and place of birth, civil status,	Part of the file (see 2" or 4")

with the client's consent			details of identity documents, financial details (settlement of payments).	
Request, collect, consult, use and store for services not involving authentic deeds, such as advice, private contracts and winding up estates	Execution of a client's instruction	Clients and other parties involved	Name, address and place, date and place of birth	
Transfer by means of forwarding for the purpose of registering data or deeds in a register	Knowledgeability	Parties to the deed	Name, address and place, date and place of birth	20 years
Record, consult for the authentication of signatures	Confirm the authenticity of signatures at a client's request	Clients	Name, date and place of birth, details of identity documents	
Collect, record and use data for the purpose of acquisition and/or newsletters etc.	Marketing and acquisition	(Potential) clients	Name and contact details	As agreed upon with the persons concerned
Collect, record and use data for the purpose of managing business contacts in the service chain	Inform and facilitate cooperation in the service chain	Business contacts	Name, contact details, capacity of contacts, business partners in the service chain, advisors etc.	
Collect, record, use etc. data for the financial administration	Knowledgeability of financial rights and obligations	Clients, debtors and creditors, and staff	Name, address, place, bank account number	7 years
Collect, record, use etc. for the purpose of setting up and managing staff files; proof of identity of staff; retention of income tax forms	Human Resources	Members of staff	Name, address and place, proof of identity, income tax forms, reports on performance and assessment interviews, employment agreements, correspondence on appointment, promotion, demotion and dismissal, agreements on work for the Employees Council, certificates and administrative absence data. No medical records.	Retention period: 2 years after end of calendar year in which employment has been terminated (unless arrangements for repayment of costs of training exceed 2 years). For legal disputes: two years after an irrevocable court decision. For proofs of identity and income tax forms: 5 years after end of calendar year of employment termination.
Collect, record, use and transfer by means of forwarding etc. for the purpose of setting up and managing salary administration	Statutory obligation, execution of agreements	Members of staff		Retention period: 7 years after end of calendar year in which employment has been terminated
Collect, record and retain recruitment information	Selection of staff	Job applicants	Letter of application, CV, assessment, VOG (Dutch certificate of conduct)	If the application has been turned down, no longer than 4 weeks after the position has been taken. Longer upon consent, for instance because of a

				future suitable position.
--	--	--	--	---------------------------

### Source of processed personal data

If our firm processes personal data about you which we have not received from you, it will only be done within the instructions we have been given. The source of this information can be one of the following:

- Public registers including the Land Register and the Chamber of Commerce.
- Real estate agents or other advisors in relation to a purchase agreement with you being one of the contractual parties
- Donors
- Contractual parties to a transfer of shares

### Transfer of your personal data

Our firm will only transfer your personal data to third parties on account of a statutory obligation or if it is necessary to perform our work.

Our firm shares personal data with the following third parties:

- Rely A-Claranet Group Company (ICT services)
- Van Brug Software

Our firm transfers no personal data to countries outside the EU or to international organisations.

### Retention of your personal data

Your personal data will be retained by our firm not longer than it is necessary for the purpose for which they have been collected or for performing legal tasks and complying with legal obligations or executing agreements (for instance statutes of limitation). Retention periods set out in legal provisions such as the *Wet op het notarisambt* (the Dutch Act on civil law notaries) and the *Archiefwet* (the Dutch Act on public records) are applicable. Notarial deeds are indefinitely kept.

### Your rights in regard to personal data processed by us

If your personal data have been processed by our firm, you can exercise the following rights under the General Data Protection Regulation.

You can do this by sending a request, preferably in writing, to the contact details in this privacy notice. Before granting your request, we need to verify your identity with a valid id document.

#### *Right of access*

You can always ask what personal data have been processed by our firm, for what purpose and how long they will be retained. If we cannot grant your request because of a legal ground, we will assess it and will notify you.

#### *Right to rectification*

If you think that certain data have been incorrectly processed, you are entitled to request to have them rectified. As it is not possible to rectify data completed in a notarial deed, a new deed will have to be drawn up to supplement the incorrect one.

#### *Right to erasure (right to 'be forgotten')*

If you wish to have your personal data deleted, you can submit a request to us. If the personal data are in a notarial deed, the civil law notary is not allowed to delete them.

#### *Right to restrict processing*

If you wish to restrict the processing of personal data by our firm (pending the rectification of data that you have requested, an objection to processing that you have lodged or because you do not wish to have data deleted although it has been unlawfully processed) you can submit a request to this effect.

#### *Right to data portability*

If your personal data will not be processed for a notarial deed and you wish to have them transferred to another service provider, you can submit a request to this effect. Transfer of personal data is not always possible as it may be barred by legal notarial obligations.

**Possible restrictions on exercising your rights under the General Data Protection Regulation**

Our firm will make every effort to comply with your rights under the General Data Protection Regulation. If these rights are in conflict with other legal provisions such as the *Wet op het notarisambt* (the Dutch Act on civil law notaries), the civil law notary cannot grant any of said requests and you will be notified in writing.

**Complaints on the processing of your personal information by our firm**

You can lodge a complaint on the processing of personal data by our firm with Mrs. L. Bakker ([lbakker@lnotaris.nl](mailto:lbakker@lnotaris.nl)). You may also lodge a complaint with the supervisory authority, i.e. *Autoriteit Persoonsgegevens* at their website [www.autoriteitpersoonsgegevens.nl](http://www.autoriteitpersoonsgegevens.nl).

**AS SEEN,**  
**AMSTERDAM ON: \_\_\_\_\_ 2018**