

PRIVACY STATEMENT

This English translation is provided for convenience only. The Dutch version prevails in the event of inconsistencies or conflicts between the original Dutch version and this translation.

This privacy statement explains how we ensure the protection of your personal data.

Personal data and notarial deeds

The law stipulates what personal data a notary must collect and verify when preparing a deed. These are the consequences for the use of your personal data:

- the notary is required to include certain personal data in the deed;
- the notary is required to permanently retain the signed deed containing your personal data;
- as soon as the deed has been signed by the notary, it becomes an official record with evidential value. This record cannot be changed, not even if the personal data is incorrect. If changes are required, the notary must prepare a new deed incorporating the change;
- the notary is required to verify certain personal data by examining a number of registers, such as the Dutch Key Register of Persons (Basisregistratie Personen or BRP), the Dutch Business Register (Handelsregister) and the land register kept by the Cadastre, Land Registry and Mapping Agency (Kadaster);
- when your personal data is included in a notarial deed, this means that the other persons named in the deed can also see this data. If the deed is registered in a public register, your personal data will also be visible to third parties;
- the notary is required to verify your identity by reference to a valid identity document. The notary is one of the few who are allowed to make and retain a photocopy of an original identity document;
- your personal data is covered by the notary's duty of professional secrecy;
- your personal data may appear in a notarial deed or in a file that has not been prepared on your instructions or in which you are not directly involved. This can be the case, for example, if you are a director of a legal entity, a bequest beneficiary or an heir to an estate, or an administrative manager of an owners' association. If our firm processes personal data that you did not provide to us yourself, such processing will always be done in the context of an engagement entrusted to us. In that case, your personal data can be sourced from public registers (such as the land register) or obtained from an estate agent, for example, in connection with a purchase contract to which you are a party.

Personal data of clients in general

If you have not yet engaged us to prepare a notarial deed but have instructed us to give advice, or when you ask us a question, we will use your personal data:

- for our records;
- to communicate with you;
- in general to provide our services to you.

When you have asked us a question, we use the data you have provided to us yourself. If you have instructed us to give advice or to perform other services, we will ask you to provide us with certain information such as your full name, address details (including an email address) and telephone number. We will also ask you to present a valid identity document, of which we will make a photocopy.

Basis for the processing of personal data

Our firm processes your personal data for the following purposes only:

- to perform engagements for the provision of consultancy or other services;
- to meet legal duties and obligations; or
- for the purposes for which you specifically have given your consent.

We only process the personal data we need to perform our services.

Disclosure to third parties

We may disclose the data you provide to us to third parties if this is necessary for the provision of our services. For example, we may provide your data to an estate agent in connection with a purchase contract to which you are a party.

Retention period

As notaries, we are often required to retain personal data for a long time. This requirement stems from our statutory duties under the Dutch Civil Law Notaries Act (Wet op het notarisambt) and the Dutch Public Records Act (Archiefwet).

Security and protection

The measures we take to protect your personal data include the following:

- every person who has access to your personal data has a duty of confidentiality;
- access to all our systems is username and password protected;
- we make backups of personal data to be able to restore it in case of physical or technical data loss;
- we regularly test and evaluate our measures;
- our employees have been made aware of the importance of personal data protection.

Your rights in relation to your data

There are circumstances in which you have the right of access to and the right of rectification or erasure of the personal data we have received from you. In some cases you may also request us to transfer your personal data to another service provider (right to data portability).

If we retain your personal data on the basis of your permission, you may revoke such permission in certain cases, for example if you have subscribed to our newsletter.

Complaints

If you have a complaint about the way we process your personal data, please contact us. In the unfortunate event that we are unable to settle the matter to our mutual satisfaction, you can submit the matter to the Dutch Data Protection Authority (Autoriteit Persoonsgegevens), which is the designated data protection supervisory authority in the Netherlands.

Questions

Please do not hesitate to contact us if you have any questions or comments in relation to this privacy statement.