

Privacy Statement Legal Loyalty

This Statement informs you on the way our office handles personal data that we process in connection to our activities and services.

Our Contact Details:

Office Name: Legal Loyalty
Address: Dynamostraat 11
Zip Code/City: 1014 BN Amsterdam
Contact: K.M. Brons

Our Services

Our office will only ask for your personal data in connection to the following purposes:

- The performance of advice or other services;
- Compliance with legal tasks and obligations; and/or
- Those purposes you have explicitly given your consent for.

Your personal data will not be processed for other purposes without your permission. We will ask for your personal data in connection to the drafting of notarial deeds or for the execution of another assignment.

Rules relating to Personal Data for Notarial Deeds

When our office prepares a notarial deed with your personal data, the Notary has to follow certain legal rules. These influence the processing of personal data:

1. The Notary is under the obligation to mention certain personal data in the deed. Your personal data are therefore being processed on a legal basis.
2. The Notary is under the obligation to perpetually retain the signed deed with your personal data.
3. As soon as the deed has been signed by the Notary, it becomes official evidence. This means nothing can be changed in the deed, not even if it should contain the wrong personal data. Should any amendments be necessary, the Notary would have to prepare a new deed containing the amendments.
4. The Notary is under the obligation to check certain personal data in the Personal Records Database (BRP), the Trade Registry (*Handelsregister*) and the Land Registry (*Kadaster*).
5. The Notary has the obligation to check your identity. Therefore, our office has to ask you to show a valid identity document. The Notary is also one of the few who are allowed to copy these documents with all the data they contain.
6. Your personal data are covered under the Notary's professional secrecy. Unauthorised persons do not get access to the data.

Advice and Other Services

For our other services, such as preparing non-notarial agreements or documents, we need and use your personal data to prepare these documents. By asking us to prepare a (draft) document for you, you give us consent to process your personal data.

Source of Processed Personal Data

If our office processes personal data about you that we have not received from you directly, this will always take place in relation to the task we have been given. The source of these data will then be one of the following:

- Personal Records Database (*BRP*), if you are a party in a deed or document or if you are a director of a legal entity that is a party to a (private) deed;
- public registers, including the Land Registry (*Kadaster*);
- intermediaries, advisers (such as an accountant, fiscal adviser, lawyer or your real estate agent or other adviser in relation to a purchase agreement in which you are one of the parties);
- donator;
- counterparty to an agreement.

Transfer of Your Personal Data

Our office only transfers your personal data to third parties if there is a legal obligation to do so or if it is strictly necessary for the execution of the task(s). Our office provides personal details to the following recipients:

- counterparties in deeds;
- tax authorities (*Belastingdienst*);
- public registers, such as the Land Registry (*Kadaster*) and the Chamber of Commerce (*Kamer van Koophandel*);
- intermediaries and advisers, including when they have been hired only by a counterparty.

Our office will not transfer personal data outside the European Union or to another international organisation, unless you have given us consent.

Retention of Your Personal Data

Your personal data will not be retained for longer than the period for which they are necessary for the purpose for which they have been collected, for the execution of legal tasks and for honouring legal obligations or the execution of agreements (e.g. statutes of limitation). Retention periods as prescribed in legal provisions, such as the *Wet op het notarisambt (Act on the Notarial Profession)* or the *Archiefwet (Archives Act)* are applicable. Notarial deeds are kept perpetually.

Your Rights with regard to the Personal Data Processed by Us

When your personal data are processed by our office, then according to the General Data Protection Regulation (GDPR) you can exercise the following rights.

You can do so by sending us a written request using the contact details in this Privacy Statement. Before we can honour your request, we will identify you on the basis of a valid identity document.

Data Subject's Right of Access

You can always ask our office which personal data have been processed by us, for which purpose and how long these data will be retained. There might be a legal basis that prevents us from honouring your request. If that is the case, we will review your request and inform you about this.

Right to Rectification

If you are of the opinion that certain personal data have been processed incorrectly, you have the right to request the rectification of those personal data. If this request concerns the personal data in a notarial deed, these data cannot be rectified, but instead a new deed will have to be prepared that supplements the incorrect deed.

Right to Erasure (Right to be Forgotten)

If you want to have your personal data removed, you can send us a request to do so. If the personal data are contained in a notarial deed, the Notary is not allowed to remove them.

Right to Restriction of Processing

If you want to restrict the processing of personal data by our office, you can send us a written request to that effect.

Right to Data Portability

If your personal data are not being processed for a notarial deed and you want to transfer the personal data to a different service provider, you can send us a request to do so. However, such a transfer is not always possible, as certain legal notarial obligations might prevent this.

Possible Restrictions on the Exercise of Your Rights based on the GDPR

Our office will do everything possible to meet your rights on the basis of the General Data Protection Regulation. It is however possible that these rights are in conflict with other legal provisions, such as the *Wet op het notarisambt (Act on the Notarial Profession)*. Should the Notary not be able to meet one or more of your requests, you will be informed in writing.

Amendments

As we can amend this Statement from time to time, we advise you to regularly review this page so you are aware of those changes.

Complaints about the Processing of Your Personal Data by Our Office

If you have any complaints about the processing of personal data by our office, please contact info@legal-loyalty.nl. You also have the right to file a complaint by the Dutch Supervising Authority, the *Autoriteit Persoonsgegevens*. Please visit the website of the *Autoriteit Persoonsgegevens*, www.autoriteitpersoonsgegevens.nl.