

This statement provides information about how our firm handles personal data which is processed in the context of our activities and services.

Our services

TACT Notaris B.V. requests your personal data for the following purposes only:

- to carry out instructions for advice or other services;
- to fulfil statutory duties and obligations; or
- for the purposes for which you have given specific consent.

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

Personal data is requested for drawing up a notarial deed or for carrying out another instruction.

Personal data rules in the case of notarial deeds

If our firm draws up a notarial deed with your personal data, the civil-law notary must comply with statutory rules. These govern the processing of personal data:

1. The civil-law notary must include certain (personal) data in the deed. Your data is therefore processed on a legal basis.
2. The civil-law notary must retain the signed deed containing your personal data in perpetuity.
3. As soon as the deed is signed by the civil-law notary, it becomes an official document. No further changes may then be made to it, even if the personal data is incorrect. If changes are required, the civil-law notary must draw up a new deed in which the change is incorporated.
4. The civil-law notary must perform a mandatory check of certain (personal) data, including in the Personal Records Database (Basisregistratie Personen - BRP), the Chamber of Commerce (Kamer van Koophandel) and the Land Registry Office (Kadaster).
5. The civil-law notary must carry out a mandatory check of your identity, and will request that you provide a valid identification document for this. The civil-law notary is one of the few who are also authorised to copy this, with all of the data contained therein.
6. Your personal data falls within the civil-law notary's duty of professional confidentiality. Unauthorised persons will not have access to the data.

Advisory and other services

The following applies to the processing of personal data for other purposes by our firm:

- that we may collect, request, use and store data for services without notarial deed, for example drawing up a private instrument, such as a purchase agreement, in settling estates, or drawing up advice.
- that we may record and consult data for authenticating a signature;
- that we may collect, record and use data for accounting records.

Source of processed personal data

If our firm processes personal data belonging to you, which we have not received from you directly, this will always take place within the context of the instruction given to us. The source of the data shall then be one of the following:

- public registers, including the Land Registry Office (Kadaster) and the Chamber of Commerce (Kamer van Koophandel);
- Personal Records Database (Basisregistratie Personen - BRP);

- estate agent or other adviser in connection with a purchase agreement in which you are one of the parties;
- financial intermediaries, banks or other financial institutions.

Passing on your personal data

Our firm only passes on your personal data to others (third parties) if required to do so by law or if it is absolutely necessary to carry out the work.

Our firm provides personal data to the following recipients:

- Tax and Customs Administration (Belastingdienst);
- public registers, including the Land Registry Office (Kadaster) and the Chamber of Commerce (Kamer van Koophandel);
- government bodies, such as municipalities and courts.

Personal data is not passed on by our firm outside the EU or to any international organisation.

Retention of your personal data

Your personal data will not be held by our firm any longer than required for the purpose for which it was collected, for carrying out statutory duties and complying with legal obligations, or the performance of agreements (e.g. limitation periods). Retention periods from statutory provisions such as the Dutch Civil-Law Notaries Act (Wet op het notarisambt - Wna) and the Dutch Public Records Act (Archiefwet) are applicable. Notarial deeds are held in perpetuity.

Your rights concerning personal data processed by us

If your personal data is processed by our firm, you may exercise the following rights on the basis of the General Data Protection Regulation.

You can do this by making an application (preferably in writing) via the contact details in this privacy statement. Before we grant your application, we will first verify your identity on the basis of a valid identification document.

Right of access by the data subject

You can at any time request which personal data our firm is processing, for which purpose, and how long it is going to be retained. There may be a legal basis whereby we cannot comply with your request. We will assess this and inform you accordingly.

Right to rectification

If you believe that certain data has not been correctly processed, you have the right to request rectification of this data. This is not possible if it concerns data in a notarial deed, and a new deed must be drawn up as a supplement to the incorrect deed.

Right to erasure ('right to be forgotten')

If you wish to have your personal data erased, you may submit a request for this. If the data is in a notarial deed, the civil-law notary cannot erase it.

Right to restriction of processing

If you wish to restrict the processing of personal data by our firm (pending rectification of your personal data at your request, objection made against processing, or because you just do not wish to have data erased despite the processing being unlawful), you may submit a request for this.

Possible restrictions in exercising your rights on the basis of the General Data Protection Regulation

Our firm shall make every effort to comply with your rights on the basis of the General Data Protection Regulation. It is possible however that these rights conflict with other statutory provisions such as the Dutch Civil-Law Notaries Act (Wet op het notarisambt - Wna). If for that reason the civil-law notary is not able to comply with one of the requests mentioned, you will be informed of this in writing.

Complaints about processing of your personal data by our firm

If you have any complaints about the processing of personal data by our firm, please let us know via info@tactnotaris.nl. You are also entitled to submit a complaint to the supervisory body, the Dutch Data Protection Authority (Autoriteit Persoonsgegevens). You can do this via the website at www.autoriteitpersoonsgegevens.nl.