

Privacy statement

This privacy statement outlines how we use the personal information we receive in the context of our assignments and services.

Our contact details

Contact: M.J. Toorenburg LL.M., Member of the Executive Board
Notaris.com (a trademark of Van Putten Van Apeldoorn Notarissen)
Stationsweg 36
6711 PS Ede
e-mail address: directie@vpvanotarissen.nl

Our services

We will only request your personal information for the following purposes:

- to complete consultancy assignments or provide other services;
- to comply with statutory tasks and obligations; or
- any purposes for which you have specifically authorised us.

Your information will not be used for any other purposes without your express permission.

We will request your personal details to enable us to draw up notarial deeds, complete other assignments, confirm your participation in information evenings/seminars or send you our newsletter.

Rules for the use of personal data for notarial deeds

When drawing up a notarial deed using your personal information, legal firms like ours must comply with statutory rules. These rules affect the use of personal data:

1. The civil-law notary is obliged to put certain (personal) information in the deed. This means your information is used on a statutory basis.
2. The civil-law notary is obliged to keep the signed deed with your personal information in perpetuity.
3. As soon as the civil-law notary has signed the deed it becomes an item of material evidence and nothing can thereafter be changed, even if any of the personal information is erroneous. If any amendments are needed the civil-law notary must draw up a new deed containing the changes.
4. The civil-law notary is obliged to verify certain (personal) information with the Municipal Personal Records Database (BRP), the Commercial Register and the Land Registry Office.
5. The civil-law notary is obliged to verify your identity. To do so he must ask you to provide a valid piece of ID. The civil-law notary is one of the few people who are also authorised to copy your ID with all its information.
6. Your personal information is protected by the civil-law notary's obligation of professional secrecy. Unauthorised parties will never be given access to the information.

Consultancy and legal services

When we provide consultancy services, draw up an agreement, authenticate documents or signatures or provide mediation or other services, your personal information will be used as well. The exact nature of the information depends on the agreed service. This personal information may include your name and address details, your gender, your citizen service number (BSN) and other data from your ID: your date and place of birth, your marital status, or personal information on your family members or relatives. In some of these cases there may also be a statutory obligation to verify your information, for example when we authenticate your signature. For this purpose we will, in addition to the aforementioned enquiries conducted by the civil-law notary, only use the information about you that we receive from you personally or from an adviser or third party working on your behalf, with due observance of the obligations imposed on us by the Money Laundering and Terrorist Financing (Prevention) Act. In such cases we will use the personal information we have obtained pursuant to this statutory obligation to determine your identity, and save this information in the file. If we report to the Financial Intelligence Unit (FIU) we are prohibited from informing you of this fact.

After the file has been closed the data is digitised and saved in perpetuity.

Other services

In addition to the above services we also organise seminars, monthly public participation evenings, newsletters and other activities. Personal information is used for these purposes as well. For these types of activities we only use your details if you have provided them to us, for example by registering for an event or signing up for the newsletter via our website. If you have registered for an event your information will not be used for any other purpose (for example to send you the newsletter). Your details with respect to your subscription to our newsletter will be kept on file until such time as you notify us that you no longer wish to receive the newsletter.

We make file notes of the discussions held during the public participation evenings. These notes are stored in digital format.

The information you have provided us with to enable you to attend a seminar will be kept for 12 months.

Source of the personal information used

If we use personal information about you that we did not receive from you personally, it will only ever be in the context of our assignment. In that case the source of the data will be one of the following:

- Public registers, including the Land Registry Office, Commercial Register, Matrimonial Property Register, Municipal Personal Records Database (BRP), etc.
- Real estate agent or other adviser in relation to a purchase agreement in which you are one of the parties.
- Accountant or other adviser in relation to the completion of an assignment in which you are one of the parties.
- Grantor.

Sharing your personal data

We only share your personal data with others (third parties) if we are legally obliged to do so or if it is essential for us to be able to complete the assignment.

Depending on the type of deed we have drawn up for you, we will provide personal data to the following recipients: the Land Registry Office, the Central Register of Wills (CTR), the Central Register of Living Wills (CLTR), the Tax Office, the Chamber of Commerce and other register holders.

We provide documents containing your information to third parties like your real estate agent, your financial advisor or your accountant only with your permission.

We do not pass on your personal information outside the EU or to international organisations.

Storing your personal data

We will not keep your personal information any longer than needed for the purpose for which it was collected, to fulfil statutory responsibilities and comply with statutory obligations, or to finalise agreements (e.g. pursuant to time limits). Certain retention periods apply pursuant to statutory stipulations, such as the Notaries Act or the Public Records Act. There may also be a justified interest that causes us to retain your data for longer. Notarial deeds are kept in perpetuity.

Security of your personal data

We take the security of your personal information extremely seriously and have implemented the appropriate measures to combat misuse, loss, unauthorised access, unwanted publication or unauthorised changes. If you feel your data is not adequately secured or if there are any signs of misuse, please contact us immediately.

Your rights with respect to the personal data used by our firm

If we use your personal data for any purpose you have the following rights pursuant to the General Data Protection Regulation.

You can avail yourself of these rights by submitting a (preferably written) request using the contact information in this privacy statement. Before we can honour your request we will need to identify you by means of a valid ID.

Right of inspection on the part of the person involved

You can always ask us to disclose which personal information we have on file for you, for what purpose it is being used and how long the information is kept. There may be a legal basis that prevents us from honouring your request. We will evaluate this and notify you accordingly.

Right of rectification

If you feel that some of your information has been entered incorrectly you have the right to request rectification of this information. If it concerns information in a notarial deed it cannot be corrected and a new deed will have to be drawn up as a supplement to the incorrect deed.

Right of data deletion (right of 'oblivion')

If you want us to delete your personal information you can submit a request to that effect. If the information is contained in a notarial deed the civil-law notary is prohibited from deleting this information.

Right of limitation of use

If you want to limit our use of your personal information (in anticipation of your request for the rectification of your personal data, your objection against the use of your personal data or because you specifically don't want the data to be deleted even though its use is unlawful) you can submit a request to that effect.

Right of transferability of data

If your personal information is not being used for a notarial deed and you want to transfer the personal information to a different service provider you can submit a request to that effect. Such a transfer is not always possible as statutory notarial obligations may prevent the transfer.

Right to object

If we use your personal data for direct marketing purposes you can submit an objection against this usage.

Potential limitations to the exercise of your rights pursuant to the General Data Protection Regulation

We will do everything in our ability to honour your rights under the General Data Protection Regulation. However, it may be that these rights conflict with other statutory stipulations, such as the Notaries Act. Should the civil-law notary be unable to honour one of the aforementioned requests for this reason, we will notify you accordingly in writing.

Complaints about the way we use your personal data

If you have any complaints about the way we use your personal information please notify us on directie@vpvanotarissen.nl. You can also direct your complaint by mail to: Executive Board, VPVA Notarissen, Postbus 94, 6710 BB EDE. You also have the right to submit a complaint to the supervisory body, the Personal Data Authority. To do so please visit the website of the Authority: www.autoriteitpersoonsgegevens.nl.

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