

Privacy Statement

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

Personal data in notarial deeds

The law prescribes all the personal data that must be collected and checked by the notary when a deed is created. These are the consequences for the use of your personal data:

- the notary must include certain personal data in the deed;
- the notary must always keep the signed deed with your personal data;
- once the notary has signed the deed, it becomes official proof. Then nothing can be changed anymore, even if the personal details are incorrect. If any changes are necessary, the notary makes a new deed in which the change is stated;
- the notary must check certain personal data in a number of registers, such as the Civil Registry (Basic Administration), the Trade Register and the Land Register;
- if your personal data are included in a notarial deed, this means that the other persons named in the deed can also see these data. If the deed is recorded in a public register, your data will also be visible to third parties;
- the notary must verify your identity by means of a valid identity document. The notary may make a photocopy of the original proof of identity and keep the photocopy;
- your personal data are subject to the professional secrecy of the notary;
- your data may appear in a notarial deed or in a file of which you are not the client or in which you are not directly involved. This is, for example, the case if you are a director of a legal entity, an heir or legatee in an estate or the administrator of an association of owners. If our office uses personal data which we have not received from you, then this will always happen in the context of an assignment given to us. The source of your data is for example the public registers (including the Land Registry) or for example a broker in connection with a purchase agreement in which you are one of the parties.

Personal data of clients in general

If you have not yet given us an assignment to draw up a notarial deed, but an assignment for advice or if you ask us a question, we will use your personal data for:

- our administration;
- our communication with you;
- in general to be able to carry out the assignment.

If you have asked us a question, we will use the data you have provided us with. For an advice or other assignment we will ask you to provide us with some information such as first names, last names, address details (including e-mail address) and telephone numbers. We also ask to see your valid ID and make a photocopy thereof.

Personal data of newsletter subscribers

Personal data of newsletter subscribers are used by us for sending the newsletter. We only send newsletters if you have filled out a form for that purpose. For this we request the following personal data from you:

- first name;
- last name;

- email address.

Basis for requesting data

Our office only requests your personal data for the following purposes:

- to carry out assignments for advice or other services;
- to comply with legal duties or obligations; or
- for the purposes for which you have specifically given your permission.

We only request the data that is necessary for the execution of our services.

Provision to third parties

We may provide the data you give us to third parties if this is necessary for our services, for example to a broker in connection with a purchase agreement in which you are one of the parties.

Storage period

It is often necessary for us as notaries to retain personal data for a long period of time. This has to do with our legal duties such as those arising from the Notary Act and the National Ordinance Archives 2007.

Security

We protect your personal data by taking, among others, the following measures:

- all persons who can view your data have a duty of confidentiality;
- we have a username and password policy on all our systems;
- we make backups of the personal data to be able to restore them in the event of physical or technical incidents;
- we regularly test and evaluate our measures;
- our employees are informed about the importance of the protection of personal data.

Rights with regard to your data

In some cases you have the right to inspect, rectify or delete personal data that we have received from you. You can also sometimes request that we transfer your data to another service provider.

If we store your personal data on the basis of permission given by you, then in some cases you have the right to withdraw this permission. This applies, for example, if you have signed up for our newsletter.

Complaints

If you have a complaint about the processing of your personal data, please contact us.

Questions

If you have any questions or comments regarding our privacy statement, please contact us.