

PRIVACY STATEMENT

Van Weeghel Doppenberg Kamps Notarissen processes various personal data for its wide range of legal services. The data to be processed will depend on the agreed service and the purpose of the processing of the personal data concerned. These personal data may include your name and address details, your bank account number, your gender, your date of birth and place of birth. This information will usually be provided to us by you yourself.

In principle, we do not process any special personal data within the meaning of the General Data Protection Regulation (GDPR), and we do not process Citizen Service Numbers (BSN). We will only process your BSN if there is a legal basis for doing so.

By means of this statement, we would like to explain to you how we observe due care in handling your personal data.

Our provision of services

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

- to perform consultancy or other service assignments;
- to comply with statutory duties and obligations;
- for the purposes specifically authorized by you.

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

Personal data are requested for the preparation of a notarial deed or for the performance of another assignment.

Personal data rules with regard to notarial deeds

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

1. The civil-law notary is obliged to include certain (personal) data in the deed. Your data will therefore be processed on a legal basis.
2. The civil-law notary must keep the signed deed containing your personal data in perpetuity.
3. Once the deed has been signed by the civil-law notary, it becomes an official piece of evidence. This means that the document may not be amended anymore, not even if the personal data are incorrect. If an amendment is required, the civil-law notary must draw up a new deed containing the amendment.
4. The civil-law notary is obliged to check certain (personal) data in the Key Register of Persons (BRP), the Trade Register and the Land Registry or similar foreign registers (if available).
5. The civil-law notary is obliged to check your identity. To do so, he must request a valid identity document from you. The civil-law notary is one of the few people who may also copy this with all the information on it, including your passport photo.
6. Your personal data are covered by the duty of professional secrecy of the civil-law notary. Unauthorised persons will not be given access to the data.

Provision of advice and other services

As far as any other processing of personal data by our firm is concerned, we process personal data that are necessary for the services agreed with you, including the sending of documents and invoicing of work. For the purpose of these services, we will request the necessary data with your consent. The data requested will depend on the agreed service. These personal data may include your name and address, your gender, your BSN and other data on your identity document, your date of birth and place of birth, your marital status or personal data of your family or family members. Here too, we are sometimes legally required to check your data, such as the authentication of your signature.

Source of personal data processed by us

If our firm processes personal data about you which we did not obtain from you yourself, this is always done in the context of the assignment given to us.

For example, the source of the data may be:

- Public registers, including the Land Registry;
- An estate agent or other adviser in connection with a purchase agreement in which you are one of the parties;
- An accountant or other advisor in connection with the performance of an assignment of which you are one of the parties;
- A donor;
- The Key Register of Persons (BRP);
- Our client.

Purpose of data processing

Van Weeghel Doppenberg Kamps Notarissen collects or uses your personal data for the following purposes:

- to perform our legal services, including in any event providing advice, support or assistance in procedures;
- to enable you to post and exchange information with us;
- to contact you in the context of the performance of our services, for offers and for service purposes and to inform you about changes to our products and/or services;
- to analyse, improve, secure and/or maintain our website(s) and technical systems;
- to comply with our statutory obligations;
- to conduct market research and compile management information to align our (company) strategy, products and services;
- to process your job application or registration for a recruitment event;
- to manage a register for the determination as to whether a newly registering client failed to meet his (payment) obligations to our firm in the past;
- to offer and/or send our products and services and/or other (targeted) offers and advertisements or maintain contacts with business relations.

Transfer of your personal data

Our firm will only transfer your personal data to others (third parties) if this is required by law or if this is actually necessary in order to perform the work.

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

Only after your consent will documents containing your data be provided to third parties such as your estate agent, your financial adviser or your accountant.

Our firm does not transfer personal data outside the EU or to an international organisation.

Retaining your personal data

Our firm will not keep your personal data any longer than necessary for the purpose for which they were collected, for the performance of statutory duties and for the fulfilment of legal obligations or the performance of agreements (e.g. limitation periods). Retention periods from statutory provisions such as the Civil-Law Notaries Act (Wet op het notarisambt) and the Public Records Act (Archiefwet) apply. In addition, there may be a legitimate interest as to why your data will be retained for a longer period of time. Notarial deeds are kept in perpetuity. The other parts of the protocol, such as card systems, are maintained in digital form. After

digital recording and archiving, physical documents will be destroyed by a certified archive destruction company, whereby guarantees are given in connection with the confidentiality obligation.

Cookies

Van Weeghel Doppenberg Kamps Notarissen uses functional and analytical cookies on its website www.vwdknotarissen.nl. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit our website. They ensure that the website functions properly and will remember your preferences. These cookies are also used to make the website work properly and to optimise it. Upon your first visit to our website, you will be informed of these cookies and we will ask you for permission to place them.

Securing your personal data

Our firm takes the protection of your data very seriously and has put appropriate measures in place to prevent misuse, loss, unauthorised access, unintended disclosure and improper modification. If you believe that your information is not properly secured or if there are indications of abuse, please contact us.

Your rights in respect of personal data processed by us

When your personal data are processed by our firm, you can exercise the following rights on the basis of the General Data Protection Regulation, by means of a (preferably written) request via the contact details in this privacy statement. Before we grant your request, we will first identify you on the basis of a valid identity document.

Right of access by the data subject

You can always enquire which personal data our firm processes, for what purposes and the period for which the personal data will be stored. There may be a legal basis that prevents us from responding to your request; we will assess this and inform you accordingly.

Right to rectification

If you believe that certain data have not been processed correctly, you have the right to request rectification of these data. However, if this concerns information in a notarial deed, rectification is not possible; a new deed will have to be drawn up as a supplement to the incorrect deed.

Right to erasure ('right to be forgotten')

If you would like your personal data to be erased, you can submit a request to this effect. However, if the information is included in a notarial deed, the civil-law notary cannot remove it.

Right to restriction of processing

If you wish to restrict the processing of personal data by our firm (in anticipation of rectification of your personal data as requested by you, objections made to processing or because you do not want data to be erased despite the fact that the processing is unlawful), you can submit a request to that effect.

Right to data portability

If your personal data are not processed for a notarial deed and you wish to transfer the personal data to another service provider, you can submit a request to that effect. Incidentally, such a transfer is not always possible, as statutory notarial obligations may oppose this.

Right to object

If we use your data for direct marketing, you can object to this processing.

We are not always obliged to comply with your request or honour your objection. This may be the case, for example, if the processing of your personal data is necessary in order to comply with a legal obligation. You can submit your request or objection to us in writing (by post or e-mail). We will ensure that we respond to

your request in writing (including by e-mail) as soon as possible. If we do not honour your request, we will inform you of our reasons for this.

Possible restrictions on exercising your rights under the General Data Protection Regulation

Our firm makes every effort to comply with your rights under the General Data Protection Regulation. However, these rights may be in conflict with other statutory provisions such as the Civil-Law Notaries Act. If, for that reason, the civil-law notary is unable to comply with one of the aforementioned requests, you will be informed of this in writing.

Camera surveillance

Several (visible) cameras are attached to and around the office building of Van Weeghel Doppenberg Kamps Notarissen. The presence of the cameras is indicated on the spot with stickers. The cameras present are intended to increase the (social) safety of the persons present in and around the aforementioned location and the protection of buildings and property.

The data processing that takes place as a result is necessary to protect Van Weeghel Doppenberg Kamps Notarissen's legitimate interest in securing individuals and goods. Only authorised persons have access to the camera images. The camera images are stored for a maximum of 30 days before they are automatically erased unless an emergency has occurred. In that case, the images will be erased when they are no longer needed in the context of the emergency. In the event of an emergency, the camera images may, within the legal frameworks, be made available to the police and the judiciary in support of a report of a criminal offence. The camera images will not be shared with other third parties unless there is a statutory obligation to do so.

Complaints about the processing of your personal data by our firm

Our contact details

Firm name: Van Weeghel Doppenberg Kamps Notarissen
Address: Keppelseweg 1
Postcode, City/Town: 7001 CE Doetinchem
Contact: Mary Ann Schoppema
E-mail address: schoppema@vwdknotarissen.nl

Complaints

If you have any complaints about the processing of personal data by our firm, please let us know at info@vwdknotarissen.nl. You also have the right to lodge a complaint with the (Dutch) Data Protection Authority (Autoriteit Persoonsgegevens) (the "DPA"). For this purpose, please visit the website www.autoriteitpersoonsgegevens.nl.

Privacy statement amendments

This privacy statement dates from 20 April 2020. Our privacy statement may be extended or amended in the near future. We are entitled to amend this Privacy Statement unilaterally. If there are substantial changes to the privacy statement, they will be communicated on this page in a clear manner.