

# Privacy Statement

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## PRIVACY STATEMENT HARTMAN LMH N.V.

This statement provides information about how our office manages personal data that is processed and used in relation to requests for counsel and further services.

### 1. Our contact details

Office name: **Hartman LMH N.V.**

Address: **Strawinskylaan 10, 1077 XZ Amsterdam, The Netherlands**

Contact: **Saskia Lewis**

Email address: **saskia.lewis@hartman-lmh.nl**

### 2. Our services

Our office exclusively requests personal data for the following purposes:

- to fulfil assignments regarding counsel or other services;
- to comply with legal duties and obligations; or
- for those purposes for which you have given your specific consent.

Without your consent, your data will not be used for other purposes.

Personal data is requested in order to draw up a notarial deed or to perform another assignment.

### 3. Regulations regarding personal data for notarial deeds

When our office prepares a deed using your personal data, the notary is required to comply with legal requirements. These affect how your personal data is processed:

1. The notary is obliged to include certain (personal) data in the deed. Therefore, your data is processed on a lawful basis.
2. The notary is obliged to keep the signed deed with your personal data for an indefinite period of time.

3. As soon as the deed has been signed by the notary, it becomes an official legal document. No changes may be made to the deed once it has been signed, even if the personal data it contains is inaccurate. If changes are needed, the notary is required to draw up a new deed stating the amendment.
4. The notary is obliged to check certain (personal) data with the Personal Records Database (Basisregistratie Personen), Trade Register and the Land Registry (Kadaster).
5. The notary is obliged to verify your identity, and must therefore ask you to present your valid identity document. Being one of the few allowed to do so, the notary may make a copy of your valid identity document and the personal details on it.
6. Your personal data is subject to the professional confidentiality code of the notarial profession. Unauthorised parties will not be given access to this information.

#### 4. Counsel and further services

The following apply to all further processing and use of personal data by our office:

1. The use and processing of personal data related to the preparation of quotes serves the following purpose and has the following lawful basis:
  - submitting a quote for our services;
  - based on the consent provided by you on the web form.
2. The use and processing of personal data related to the preparation of private contracts or individual consultations serves the following purpose and has the following lawful basis:
  - preparing documents or advice that is unrelated to a notarial deed;
  - to perform the assignment for which you have commissioned our office.
3. The use and processing of personal data related to the preparation of legalisations serves the following purpose and has the following lawful basis:
  - verification of the authenticity of your signature;
  - to perform the assignment for which you have commissioned our office.
4. The use and processing of personal data related to the identification of a natural person who is an Ultimate Beneficial Owner (UBO) of a legal entity, serves the following purpose and has the following lawful basis:
  - identification of the UBO of a (foreign) legal entity involved in services provided by our office;
  - to fulfil our statutory obligation to verify the identity of the UBO.

5. The use and processing of personal data by means of the forwarding of drafts and file documents to third parties, serves the following purpose and has the following lawful basis:
  - informing third parties at your request;
  - based on the consent provided by you.
6. The use and processing of personal data by means of the forwarding of documents in order to effectuate the registration of data or deeds in (public) records serves the following purpose and has the following lawful basis:
  - disclosure ;
  - based on the statutory obligation and in the event of a lack of lawful basis, based on the consent provided by you.
7. The use and processing of personal data of business associates of our office serves the following purpose and has the following lawful basis:
  - managing the relationships with our business contacts and chain partners;
  - based on the consent provided by you.

## 5. Source of the utilised personal data

Our office will only use and/or process personal data that you yourself have not submitted to us, within the scope of your assignment to us. The source of the personal data will always be one of the following:

- Public records, including the Land Registry (Kadaster) and the Trade Register of the Chamber of Commerce (Handelsregister van de Kamer van Koophandel);
- Non-public records, including your municipality's personal records database (Basisregistratie Personen);
- Real estate agents or other advisors with respect to a purchase agreement to which you are a party;
- Donors.

## 6. Disclosure of your personal data

Our office will only disclose your personal data to others (third parties) in the event of a legal requirement thereto, or where this is essential to the performance of the assignment/ our tasks.

Our office provides personal data to the following recipients:

- real estate agents or advisors designated by you;
- the Royal Dutch Association of Civil-law Notaries (KNB);

- the Tax Authorities (Belastingdienst);
- the Land Registry (Kadaster);
- the Trade Register of the Chamber of Commerce (Handelsregister van de Kamer van Koophandel);
- the Central Register of Wills (Centraal Testamentenregister).

Our office does not disclose personal data outside of the EU or to international organisations.

## 7. Storing your personal data

Our office will not save your personal data longer than required to serve the purpose for which it was collected, for the performance of legal tasks, for the fulfilment of statutory obligations or for the performance of agreements (e.g. consider statutes of limitations). Retention periods pursuant to statutory provisions such as the Notaries Act and the Archive Act apply. Notarial deeds are saved for an indefinite period of time.

## 8. Your rights regarding personal data used/processed by us

When your personal data is used and processed by our office, the General Data Protection Regulation serves as grounds for you to exercise the following rights.

In order to do so, please submit a request (preferably in writing) via the contact details given in this privacy statement. Prior to granting your request, we will first identify you by means of a valid identity document.

### *Right of access by the data subject*

You can always request disclosure of the personal data processed by our office, the purpose for which it was processed and how long our office will save this information. In the event that we cannot meet your request due to legal restrictions, we will assess the matter and inform you accordingly.

### *Right of rectification*

If you believe that certain data has not been processed correctly, you have the right to request rectification of this data. Where this concerns data cited in a notarial deed, such amendment is not possible and will require the drafting of a new notarial deed which will serve as an amendment to the inaccurate deed.

### *Right to erasure (right 'to be forgotten')*

You may submit a request to delete your personal data. If the personal data is cited in a notarial deed, the notary is not permitted to delete such data.

### *Right to restrict processing*

You may submit a request to restrict the processing of your personal data by our office (pending the requested rectification of your personal data, submitted objection to processing or because you expressly do not want data to be deleted despite the fact that the processing thereof is unlawful).

### *Right of data portability*

You may submit a request to transfer your personal data to another service provider if your personal data is not processed for a notarial deed. However, such transfers are not always possible due to their potential incompatibility of with statutory notarial obligations.

## **9. Potential restrictions to exercising your rights pursuant to the General Data Protection Regulation**

Our office makes every possible effort to protect your rights as defined in the General Data Protection Regulation. However, in some cases these rights may conflict with other statutory provisions such as the Notaries Act. Should such conflict lead to a situation where the notary is unable to meet any of the mentioned requests, you will be informed in writing.

## **10. Complaints about the processing of your personal data by our office**

Should you have complaints concerning the processing of personal data by our office, please inform our office via the contact given in this privacy statement. You also have the right to lodge a complaint with the national supervisory body, the Dutch Data Protection Authority. For details please visit their website, [www.autoriteitpersoonsgegevens.nl](http://www.autoriteitpersoonsgegevens.nl).