

Information on data processing by our notary

1. Who is responsible, whom can you contact?

Responsible for the processing of your personal data am I, **notary** Christian Beye, with official residence in Frankfurt am Main. You may contact me or our data protection officer for all data protection enquiries as follows:

	Responsible		Data Protection Officer
Address	Notar Christian Beye Eschersheimer Landstraße 6 60322 Frankfurt am Main	Address	Rechtsanwalt Frank Tykwer DSB für Notare & Ärzte GmbH Cäcilienhöhe 173, 45657 Recklinghausen
Phone	069/74749-190	Phone	02361/26991
Fax	069/74749-100		
E-mail	c.beye@ebl-factum.com	E-mail	rux@dbs-notare-aerzte.de

2. What data do I process and where does the data come from?

I process personal data that I receive from you or from third parties commissioned by you (e.g. lawyer, tax advisor, broker, credit institution) such as

- Personal data, e.g. first name and surname, date and place of birth, nationality, marital status; in individual cases your birth registration number;
- Contact information, e.g. postal address, telephone and fax numbers, e-mail address;
- For real estate contracts, your tax identification number;
- In certain cases, e.g. in the case of marriage contracts, wills, inheritance contracts or adoptions, also data on your family situation and your assets as well as, if applicable, information on your health or other sensitive data, e.g. because these serve to document your legal capacity;
- In certain cases, also data from your legal relationships with third parties, such as file numbers or loan or account numbers at credit institutions.

I also process data from public registers, e.g. land registers, commercial registers and commercial registers and registers of association.

3. For what purposes and on what legal basis is the data processed?

As a notary, I hold a public office. My official activities are carried out in the performance of a task which is in the public interest in the orderly preventive administration of justice and thus in the public interest, and in the exercise of official authority (Art. 6 Para. 1 Sentence 1 Letter e) of the General Data Protection Regulation (DSGVO)).

Your data is processed exclusively in order to carry out the notarial activity requested by you and, if applicable, other persons involved in a transaction, in accordance with my official duties, i.e. for the preparation of draft deeds, for the Notarization and execution of deeds or for the performance of consultations. The processing of personal data is therefore only ever carried out on the basis of the professional and procedural provisions applicable to me, which essentially result from the Federal Notarial Code and the Notarization Act. At the same time, I am legally obliged to process the required data on the basis of these provisions (Art. 6 (1) sentence 1 letter c) DSGVO). Failure to provide the data requested from you would therefore result in my having to refuse the (further) execution of my notarial duties.

4. With whom do I pass on data?

As a notary I am subject to a statutory duty of confidentiality. This duty of confidentiality also applies to all employees and other persons commissioned by me.

Your data may only be passed on if and insofar as I am obliged to do so in individual cases, e.g. due to notification obligations vis-à-vis the tax authorities, or to public registers such as the land registry, commercial register or register of associations, central register of wills, register of precautionary measures, courts such as probate, guardianship or family courts or authorities. Within the scope of professional and official supervision, I may also be obliged to provide information to the Chamber of Notaries or our official supervisory authority, which in turn are subject to an official duty of confidentiality. As processors, possible data recipients are our external IT system administrator, notary software provider, web hoster and NotarNet GmbH.

Otherwise, your data will only be passed on if I am obliged to do so on the basis of declaration made by you or if you have requested that it be passed on.

5. Is data transferred to third countries?

Your personal data will only be transferred to third countries at your specific request or if and insofar as a party to the deed is domiciled in a third country.

6. How long will your data be stored?

I process and store your personal data within the scope of statutory retention obligations.

According to § 50 Paragraph 1 of the Ordinance on the Maintenance of Notarial Records and Directories (NotAktVV), the following retention periods apply to the retention of notarial records:

- Register of Deeds, Electronic Collection of Deeds, Collection of Inheritance Contracts and Special Collection: 100 years;
- Paper-based document collection, custody register and general files: 30 years;
- Collective file for bill of exchange and cheque protests and ancillary files: 7 years; the notary may determine a longer retention period in writing at the latest at the time of the last substantive processing of the ancillary file take place, e.g. in the case of dispositions on account of death or in the case of recourse; the determination may also be made generally for individual types of legal transactions, e.g. for dispositions on account of death.

After the storage periods have expired, your data will be deleted or the paper documents destroyed, unless I am obliged to store them for a longer period in accordance with Article 6 Paragraph. 1 Sentence 1 Letter c DS-GVO due to storage and documentation obligations under tax and commercial law (from the German Commercial Code, Criminal Code, Money Laundering Act or the German Fiscal Code) as well as professional regulations for the purpose of collision checks.

7. What rights do you have?

You have the right:

- Request information on whether I process personal data about you, if so, for what purpose I process the data and which categories of personal data I process. What purposes I process the data and which categories of personal data process, to whom the data have been forwarded if applicable, how long the data are to be stored if applicable and what rights you have (Art. 15 DSGVO);
- Correct any inaccurate personal data relating to you that is stored by me. You also have the right to have an incomplete set of data stored by me completed by us (Art. 16 DSGVO);
- Request deletion of the personal data concerning you, provides that there is a legally provided reason for deletion (Art. 17 DSGVO) and the processing of data is not required for the fulfilment of a legal obligation or for other overriding reasons within the meaning of the DSGVO;
- To demand that I process your data only in a restricted manner, e.g. to assert legal claims or for reasons of important public interest, while I am, for example, examining your claim for rectification or objection, or, if applicable, if I reject your claim for erasure (Art. 18 DSGVO)
- Object to processing if it is necessary for me to perform tasks in the public interest or to exercise my public office, if there are grounds for the objection arising from your particular situation (Art. 21 DSGVO);

- To contact the supervisory authorities with a data protection complaint. The supervisory authority responsible for us is: Hessian Commissioner for Data Protection and Freedom of Information, P.O. Box 3163, 65021 Wiesbaden, telephone: +49-611-1408-0, fa: +49-611-1408-611.

The complaint may be lodged with any supervisory authority regardless of jurisdiction.