

Information on data processing by our notary

1. Who is responsible, who can you contact?

I, Christian Beye, **notary** with official residence in Frankfurt am Main, am responsible for the processing of your personal data in the notary's office. You can contact me or our data protection officer for all data protection inquiries as follows:

Eschersheimer Landstraße 14
60322 Frankfurt

DSB für Notare & Ärzte GmbH
Cäcilienhöhe 173, 45657 Recklinghausen

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

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

- personal data, e.g., first and last name, date and place of birth, nationality, marital status; in individual cases, your birth registration number;
- contact details, such as postal address, telephone and fax numbers, email address;
- your tax identification number for real estate contracts;
- in certain cases, e.g., for marriage contracts, wills, inheritance contracts, or adoptions, also data on your family situation and assets, as well as, if applicable, information on your health or other sensitive data, e.g., because this serves to document your legal capacity;
- in certain cases, 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 association registers.

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

As a notary, I hold public office. My official duties are performed in the interest of the general public in the orderly administration of justice and thus in the public interest (), and in the exercise of public authority (Art. 6 (1) (e) of the General Data Protection Regulation (GDPR)).

Your data will be processed exclusively for the purpose of performing the notarial activities requested by you and, if applicable, other persons involved in a transaction in accordance with my official duties, i.e., for example, to draft deeds, to notarize and execute deeds, or to provide advice. The processing of personal data is therefore always carried out solely on the basis of the professional and procedural regulations applicable to me, which are essentially derived from the Federal Notary Code and the Notarization Act. These provisions also give rise to a legal obligation on my part to process the necessary data (Art. 6 (1) sentence 1 letter c) GDPR)). Failure to provide the data I have requested from you would therefore result in me having to refuse to (further) perform my official duties.

4. To whom do I pass on data?

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

Your data may only be disclosed if and to the extent that I am obliged to do so in individual cases, e.g. due to reporting obligations to the tax authorities, or to public registers such as the land registry, commercial or association register, central register of wills, pension register, courts such as probate, guardianship or family courts, or authorities. Within the scope of professional and supervisory control, I may also be obliged to provide information to the Chamber of Notaries or our supervisory authority, which in turn are subject to an official duty of confidentiality. As processors, possible recipients of data are our external IT system administrator, notary software providers, web hosts, and NotarNet GmbH.

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

5. Is data transferred to third countries?

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

6. How long will your data be stored?

I process and store your personal data in accordance with statutory retention obligations.

According to Section 50 (1) of the Regulation on the Keeping of Notarial Files and Registers (NotAktVV), the following retention periods apply to the storage of notarial documents:

- Document register, electronic document collection, inheritance contract collection, and special collection: 100 years
- Paper-based document collection, custody register, and general files: 30 years
- Collection file for bill and check protests and ancillary files: 7 years; the notary may specify a longer retention period in writing at the latest when the ancillary file is last edited, e.g., in the case of dispositions of property upon death or in the event of a risk of recourse; the provision may also be made generally for individual types of legal transactions, such as dispositions of property upon 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 of time in accordance with Article 6 (1) sentence 1 letter c) GDPR due to tax and commercial law storage and documentation obligations (from the

Commercial Code, Criminal Code, Money Laundering Act, or the Tax Code) and professional regulations for the purpose of conflict of interest checks.

7. What are your rights?

You have the right to:

- Request information about whether I process personal data about you and, if so, for the purposes for which I process the data and the categories of personal data I process, to whom the data may have been disclosed, how long the data may be stored and what rights you have (Art. 15 GDPR).
- to have inaccurate personal data concerning you that is stored by me corrected . You also have the right to have an incomplete data record stored by me (Art. 16 GDPR).
- to request the deletion of personal data concerning you, provided that there is a legally prescribed reason for deletion (cf. Art. 17 GDPR) and the processing of your data is not necessary for the fulfillment of a legal obligation or for other overriding reasons within the meaning of the GDPR.
- to request that I only process your data in a restricted manner, e.g. to assert legal claims or for reasons of important public interest, while I examine your right to rectification or objection, for example, or if I reject your request for erasure (cf. Art. 18 GDPR).
- to object to the processing, provided that this is necessary for me to perform tasks in the public interest or to exercise my public authority, if there are reasons for the objection arising from your particular situation (Art. 21 GDPR).
- to lodge a complaint with the supervisory authorities under data protection law. The supervisory authority responsible for us is: Hessian Commissioner for Data Protection and Freedom of Information, PO Box 3163, 65021 Wiesbaden, telephone: +49-611-1408-0, fax: +49-611-1408-611.

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