



DATA PROTECTION: PRIVACY AND CONSENT NOTICE

The purpose of this notice is to explain how we collect, process and retain personal data when providing notarial services and to gain your consent to do so. We are registered with the Information Commissioner's Office (ICO) with the registration number Z1142033. Further information may be requested from the Data controller – Sunita Kumeri – by telephone: 01753 722130 or email: info@svsolicitors.co.uk.

HOW WE COLLECT PERSONAL DATA

We collect information and data: -

- I. directly from you at the point of your initial enquiry or instructions. You will be asked to complete a Client Registration Form;
- II. directly from the documents that you provide us for notarisation or from third parties with a relevant and legitimate interest in the transaction;
- III. as a result of any additional due diligence enquiries necessary to complete the notarisation process;

HOW WE USE PERSONAL DATA

Your personal data is used solely for the purpose of providing notarial services. It is processed in accordance with the 8 Principles of the General Data Protection Regulation (GDPR) and for the following purposes: -

- responding to your queries, requests and other communications;
- providing notarial services, including the translation and legalisation of documents;
- enabling suppliers and service providers to carry out certain functions on our behalf in the provision of notarial services including, but not limited to, webhosting, data storage, identity verification, technical, logistical and courier services;
- in the resolution of any complaints.

WHO WE SHARE PERSONAL DATA WITH

Your personal data may need to be shared with third parties if either:

- (a) further processing is required. This may include:
 - i. translation services;
 - ii. legalisation services at the Foreign and Commonwealth Office (FCO) or at the Embassy or Consulate of the foreign jurisdiction where the document is to have effect.
- (b) we have a statutory duty to disclose it for legal and regulatory reasons.

Where personal data is shared with third parties, we ensure that such third parties comply with all current data protection legislation. Where such third parties are located outside of England and Wales (including foreign Embassies or Consulates located in the UK or abroad) such organisations will process personal data in accordance with their own domestic laws to which they are subject and international treaties over which we have no control.

HOW LONG WE KEEP PERSONAL DATA

Our regulator, the Faculty Office of the Archbishop of Canterbury, requires us to keep basic data for each of our notarial clients. This data will be collated on a Master Client Protocol and be kept in perpetuity. The data we must keep includes the following:

- (i) the date of the act, (ii) the name of person at whose request the act was performed, (iii) the person or persons, if any, intervening in the act and, (iv) in the case of a person who intervened in a representative capacity, the name of his principal, (v) the method of identification of the party or parties intervening in the notarial act, and (vi) in the case of a party intervening in a representative capacity, any evidence produced to the notary of that party's entitlement so to intervene, (vii) the nature of the act and (viii) the fee charged.

Additionally, we will keep the Client Registration Form and any additional due diligence notes for a period of twelve years.

A copy of the notarial act is scanned into our computer system and kept permanently. Upon retirement or closure of the notarial practice, records are transferred to a successor practice or as directed by our Regulator.

DATA SECURITY

We have in place a range of physical and electronic security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification. Note that from time to time data is transferred across the Internet and we do not always have control over the processes involved.

DATA SUBJECT RIGHTS:

Your data is processed in accordance with Principle 6 of the GDPR namely that personal data is processed in accordance with the individuals' rights. We therefore will not use personal data for direct marketing and no decisions shall be made by automated means. More information may be found at www.ico.org.uk.

We are obliged to provide the following compliance information. Kindly read the following and confirm your acceptance by signing the **Client Registration Form** provided to you.