YOUR
CORPORATE
NOTARY

Legal & Policies

Your Corporate Notary is the joint trade name of Yourcorporatenotary B.V. and YCN Amsterdam B.V. References on this website to “we”, “us” or “Your Corporate Notary” are references to Yourcorporatenotary B.V. and YCN Amsterdam B.V.

Legal information Your Corporate Notary

Yourcorporatenotary B.V.
Weena 690
3012 CN Rotterdam
The Netherlands

Chamber of Commerce: 91044448
VAT number: NL865535887B01

YCN Amsterdam B.V.
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1077 XX Amsterdam
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E: info@corporatenotary.nl

Your Corporate Notary’s (deputy) civil law notaries are registered with De Koninklijke Notariële Beroepsorganisatie (Royal Dutch Organisation for Civil Law Notaries).

Under Dutch law, law firms must, in certain situations, verify the identity of clients before accepting an assignment and report unusual transactions to a central authority. Please ask your YCN adviser if you have questions about this law. See also the Dutch website of Bureau Financieel Toezicht.

Your Corporate Notary’s (deputy) civil law notaries are insured in accordance with the rules of the Royal Dutch Organisation for Civil Law Notaries under professional indemnity policies. Our insurance agent is Mutsaerts Assuradeuren B.V., Ringbaan-West 240, 5038 NX Tilburg, the Netherlands.

The General Terms and Conditions of Yourcorporatenotary B.V. apply to all services provided by Your Corporate Notary. A copy of these General Terms and Conditions is available upon request and can be downloaded directly from our website.

Privacy Statement

Our services

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

- executing engagements to draft and execute notarial deeds, provide legal advice or other services;
- fulfilling statutory tasks and obligations;

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- purposes explicitly authorised by you.

Your personal data will not be processed for any other purpose without your explicit consent.

Rules applicable to the use of personal data in notarial deeds

If Your Corporate Notary prepares a notarial deed using your personal data, the civil law notary must comply with the legal regulations governing the processing of personal data:

1. The civil law notary is required to include certain (personal) data in the deed, which is done based on a legal basis.
2. The signed notarial deed containing your personal data must be kept indefinitely.
3. The civil law notary is required to verify certain (personal) data in the Personal Records Database (BRP), the trade register of the Dutch Chamber of Commerce, and the Dutch Land Registry.
4. The civil law notary must perform a mandatory check as regards your identity and will therefore request you to present a valid identity document. The civil law notary is one of the few authorised to photocopy identity documents including all the data contained therein. The civil law notary will verify the validity of Dutch identity documents through the Verification Information System (*Verificatie Informatie Systeem*) of Stichting BKR.
5. Your personal data is subject to the civil law notary's obligation of professional confidentiality. Unauthorised parties have no access to your data.

Advice and other services

The processing of personal data for other purposes by our firm will relate to other instructions given by you or on your behalf to draft agreements and ancillary documents and in general, to provide legal, financial or administrative services. Additionally, it includes maintaining contact with you, which may involve invoicing for services rendered and providing relevant legal information.

Source of processed personal data

When our firm processes your personal data that we have not obtained directly from you, this always occurs within the context of the assignment provided to us. The source of this data may be one of the following:

- public registers, such as the trade register of the Dutch Chamber of Commerce and the Dutch Land Registry;
- lawyers, tax advisors, financial advisors, or other advisors involved in matters in which you are involved or in which you serve as a managing director, supervisor or authorised representative;
- other sources such as BRP and VIS;
- public sources such as social media platforms and business websites.

Forwarding your personal data

Our firm only shares your personal data with others (third parties) if it is legally required or necessary for the execution of our tasks.

Storage of your personal data

Our firm will not retain your personal data any longer than necessary for the purpose for which they were collected, for the execution of statutory tasks and compliance with statutory obligations or for the fulfilment of agreements (for instance, due to time limits). The retention periods stipulated in statutory provisions, for

instance those of the Dutch Civil Law Notaries Act (*Wet op het notarisambt*), apply. Notarial deeds are retained in perpetuity.

Your rights regarding personal data processed by our firm

If your personal data is processed by our firm, you can exercise the rights arising from the General Data Protection Regulation (GDPR). You can exercise these rights by submitting a written request. Before we grant your request, we will verify your identity using a valid identity document.

Right of inspection by the data subject

You can always enquire about which personal data our firm processes, for which purposes they are used and how long the data will be retained. If there is any legal basis that precludes us from complying with your request, we will assess this and inform you accordingly.

Right to rectification

If you believe that certain data has been incorrectly processed, you have the right to request rectification of the data. This is not possible, however, if the data are used in a notarial deed, in which case a new notarial deed must be drawn up as a rectification of the incorrect notarial deed.

Right to erasure (right to be 'forgotten')

If you wish to have your personal data erased, you may submit a request to that effect. If the data are included in a notarial deed, the civil law notary is not permitted to erase the data.

Right to restriction of processing

If you wish to restrict the processing of personal data by our firm (pending rectification of your personal data at your request, an objection lodged against processing or because you specifically do not wish to have data erased even though processing of the data is unlawful), you may submit a request to that effect.

Right to data portability

If your personal data are not processed for the purpose of a notarial deed and you wish to transfer the personal data to another service provider, you may submit a request to that effect. However, please note that such a transfer may not always be possible due to incompatibility with the statutory notarial duties.

Possible restrictions in exercising your rights under the General Data Protection Regulation (EU) 2016/679

Your Corporate Notary aims to comply with your rights based on the GDPR. However, it may occur that these rights conflict with other legal provisions, such as the Dutch Civil Law Notaries Act (*Wet op het notarisambt*). If the civil law notary cannot fulfil your request for this reason, you will be notified of this in writing.