



The confidentiality and the protection of the clients' privacy play an essential role in the notary's office. In that which follows, I would like to inform you about which personal data we process in accordance with the EU General Data Protection Regulation (GDPR).

I. Who is responsible for your data?

Notary Dr. Joachim Püls bears the responsibility for the legal collection, processing and use of your data.

II. What data is collected to what purpose?

1. Data that you transmitted

Within the scope of the notarial activity we inquire about personal data, especially name, address, date of birth, but also your tax identification number, extent as well as kind of assets, family constellations and suchlike. The data will only be inquired, collected and processed if it is necessary within the frame of the notarial office, for instance to ensure an appropriate and profound legal consult, but also due to notification duties towards authorities, because of the duty to indentify customers etc. In accord with the Code of Authentication (Beurkundungsgesetz; short: BeurkG) and the national rules and regulations for German notaries (Bundesnotarordnung), we are indentured to do a thorough data acquisition insofar as it is necessary to enable us to assess your legal situation conclusively. Thus, certain categories of personal data can be processed for BeurkG-suitable, proper proceedings, f.e. information about disabilities (low vision, hearing impairment, dysgraphia), sexual orientation or health data. The legal basis for the processing of these special categories of data is s 9 (2) lit. g) of the GDPR in conjunction with ss. 11, 17, 22 et seqq., 28 of the BeurkG.

2. Data that third parties transmitted

Furthermore, we might inquire your personal data from third parties too, as far as it is both necessary and legally admissible. Extracts from the land register or trade register excerpts are serving as examples here. We are sticking closely to the notarial confidentiality obligation. Data of third parties will only be collected in case of legal interest hereto.

3. Legal basis

The legal basis for the processing of your data is Art 6 (1) lit. b, c and e of the European General Data Protection Regulation in conjunction with s 2 of the Saxon data privacy act as well as s 17 of the BeurkG, moreover ss. 78a to 78n of the Bundesnotarordnung in conjunction with the precautionary register enactment (Vorsorgeregister-Verordnung; short: VRegV) and the testament register enactment (Testamentsregister-Verordnung; short: ZTRV) and the official regulations for German notaries (Dienstordnung für Notarinnen und Notare; short DONot).

III. When is data passed to third parties?

Your data will only be conveyed to third parties without your consent if there is an obligation existing through the law or a regulatory or judicial ordinance. Recipient of your personal data can be,

most notably: the Registry of Deeds (Grundbuchamt), commercial registry (Handelsregister), the central testament registry (Zentrale Testamentsregister), the central precautionary registry (Zentrales Vorsorgeregister), the tax authority (Finanzamt), the federal states' notary fund (Ländernotarkasse), other notaries, financial institutions. The transmission to private third parties only occurs in order to fulfill your specific concern and only at your personal instigation. Additionally, the transmission of data occurs only to other entitled recipients. These include service contractors deployed by us, in particular, provided that they are assigned as data processors after Art 28 of the GDPR. Data processing companies in this sense are f.e. the IT system manager, the notary software providers or the financial management.

IV. Where and how long will your data be stored?

The storage of your personal data occurs only internally and for purposes of the notarial office, as the circumstances require also in the electronic deed repository on only Germany-based servers. We keep your data on file conformable to the legal retention periods. The retention periods comply primarily with the DONot as well as with the revenue code (AO), and depend on the purpose of processing. The retention period of vouchers, for instance, comes to ten years starting at the time of receipt respectively the shipping of the correspondence and acquisition through the financial management (s 257 of the German Commercial Code (Handelsgesetzbuch; short: HGB) in conjunction with s 147 of the AO) or 100 years in case of an annotation about ordinances of death in pursuance of s 20 (1) of the DONot.

V. Which rights appertain to you regarding the processing of your data?

Towards us, you have got the following rights regarding the personal data affecting you:

- Information about personal data affecting you (Art 15 GDPR);
- Amendment of incorrect personal data affecting you (Art 16 GDPR);
- Deletion of personal data (Art 17 GDPR);
- Restriction of the processing of personal data (Art 18 GDPR);
- Contradicting the processing of personal data (Art 21 GDPR).

The mentioned rights do only apply as long as they are not excluding the notarial confidentiality after s 18 BNotO. The processing of your data occurs in accordance with legal regulations.

Only in exceptional cases we are in need of your consent. In these instances, you have the additional right to revoke your consent for future processings (Art 7 (3) GDPR). The processing's former legality is not affected by this revocation.

Furthermore, you have the right to turn to the concerned regulators for data privacy if you consider that your personal data is not processed in a rightful manner. The address of the conservancy responsible for us is:

Sächsischer Datenschutzbeauftragter, Postfach 12 00 16, 01067 Dresden.

To exercise your rights or in the case of questions or complaints regarding the usage of your personal data, you and other affected people can, confidentially and at all times, turn to:

GNotDS Gesellschaft für notariellen Datenschutz mbH Leipzig, Ehrensteinstraße 33, 04105 Leipzig, datenschutz@gnotds.de. **Dresden, 17th September 2018**