BASIL PREUVENEERS's DATA PROTECTION AND PRIVACY POLICY

Privacy Policy: At a Glance

We value your privacy. This summary highlights the key points of our full policy below.

- **Who we are:** BASIL PREUVENEERS is the data controller. We are registered with the Information Commissioner's Office (ICO).

- **Why we collect your data:** Primarily to provide notarial services, verify your identity as required by law (Anti-Money Laundering regulations), and arrange for document legalisation (e.g., via the FCDO or various foreign embassies).

- **International Transfers**: Because notarial acts are often for use abroad, your data may be shared with foreign embassies, consulates, or legalisation agents as part of your specific instructions.

- **How long we keep it:** By law (The Notaries Practice Rules), we must keep a permanent record of "Public Form" acts. Most other records are kept for a minimum of 12 years.

- **Your Rights:** You have the right to access your data, correct inaccuracies, and in some cases, request erasure—though our legal obligation to keep a permanent notarial record may override some requests for deletion.

For full details on our data processing, security measures, and how to exercise your rights, please read the complete policy below.

The purpose of this Privacy Notice is to explain how TRADING BASIL PREUVENEERS, collects, processes and retains personal data while providing notarial services. Further information may be requested from the Data controller: BASIL PREUVENEERS , by telephone: 07525 20633237 or by email: basilpru@gmail.com or by post to: Windwards, The Glade, Kingswood, KT20 6JJ.

BASIL PREUVENEERS is registered with the Information Commissioner's Office ("ICO").

What is Personal Data?

"Personal Data" means any information relating to an identified or identifiable natural person, known as a 'data subject', who can be identified directly or indirectly. The provision of certain Personal Data is mandatory for the Notary, BASIL PREUVENEERS , to comply with mandatory client due diligence requirements and consequently to provide the Services.

The Business may process Personal Data and special categories of Personal Data which you provide in connection with the Services about yourself and other data subjects, e.g. individuals whose details are included in any materials provided by you to the Business. The Business may obtain information about you and other data subjects from third party service providers, such as due diligence platforms.
Failure to provide accurate, up to date information may result in documents being rejected by the relevant certification authorities, held invalid in the destination country or other difficulty to successfully completing the Services.

BASIL PREUVENEERS has a legal obligation to process your personal data for identity verification under anti-money laundering regulations and for permanent record keeping as required by the Master of the Faculties. Furthermore, Notary Public **BASIL PREUVENEERS** to fulfil his professional obligations to you, the client, and to third parties relying on the notarial act, including the translation and legalisation of documents.

How do we use your Personal Data?

BASIL PREUVENEERS uses your data for the following purposes: –

(a) responding to your queries, requests and other communications.

(b) providing notarial services, including the translation and legalisation of documents, and, where applicable, procuring acts from foreign organisations.

(c) enabling suppliers and service providers to carry out certain functions on behalf of the Business to provide the Services, including webhosting, data storage, identity verification, technical, logistical, courier or other functions, as applicable.

(d) allowing you to use features on our website, when you choose to do so.

(e) ensuring the security of the Business and preventing or detecting fraud.

(f) administering our Business, including complaints resolution.

(g) developing and improving our Services.

(h) complying with applicable law, including Notary Practice Rules, guidelines and regulations or in response to a lawful request from a court or regulatory body.

The legal basis for our processing of Personal Data for the purposes described above will typically include:

- processing necessary to fulfil a contract that we have in place with you or other data subjects, such as processing for the purposes set out in paragraphs (a), (b), and (d).
- your consent
- processing necessary for our or a third party's legitimate interests, such as processing for the purposes set out in paragraphs (a), (b), (e), and (f), which is carried out on the basis of the legitimate interests of the Business to ensure that Services are properly provided, the security of the Business and its clients and the proper administration of the Business; and
- processing necessary for compliance with a legal obligation to which we are subject, such as processing for the purposes set out in paragraph (h).and
- any other applicable legal grounds for processing from time to time

In relation to Personal Data of data subjects, if you provide us with personal data about others, you confirm that you have their permission to do so.

International Transfer of your Personal Data
We may transfer your Personal Data to a third party in countries outside the country in which it was originally collected for further processing in accordance with the purposes set out above. Your Personal Data may be transferred to foreign organisations such as foreign Embassies located in the UK or abroad. Such organisations will process Personal Data in accordance with the laws to which they are subject and international treaties over which the Business has no control.

If the Business transfers Personal Data to private organisations abroad, such as subcontractors, it will, as required by applicable law, ensure that your privacy rights are adequately protected by appropriate technical, organisational, contractual or other lawful means. You may contact us for a copy of such safeguards in these circumstances.

Retention of Personal Data
Your Personal Data will be retained for as long as is reasonably necessary for the purposes listed above or as required by the law. For example, the Notaries Practice Rules require that that notarial acts in the public form shall be preserved permanently. Records of acts not in public form shall be preserved for a minimum period of 12 years. Please contact us for further details of applicable retention periods. Personal Data may for reasons of security and convenience be stored on remote data facilities but in an encrypted form.

Security of Personal Data
The Business will implement technical and organisational security measures to prevent unauthorised access to your Personal Data. However, please be aware that the transmission of information via the internet is never completely secure. Whilst we can do our best to keep our own systems secure, we do not have full control over

all processes involved in, for example, your use of our website or sending confidential materials to us via email, and we cannot therefore guarantee the security of your information transmitted to us on the web.

Data subject rights
Data subjects have numerous rights in relation to their Personal Data. For further information about your data protection rights please visit the ICO website.

- Right to make a subject access request (SAR). Data subjects may request in writing copies of their Personal Data. However, compliance with such requests is subject to certain limitations and exemptions and the rights of other data subjects. Each request should make clear that a SAR is being made. You may also be required to submit a proof of your identity and payment, where applicable.
- Right to rectification. Data subjects may request that we rectify any inaccurate or incomplete Personal Data.
- Right to withdraw consent. Data subjects may at any time withdraw their consent to the processing of their Personal Data carried out by the Business based on previous consent. Such withdrawal will not affect the lawfulness of processing based on previous consent.
- Right to object to processing, including automated processing and profiling. The Business does not make automated decisions. We will comply with any data subject's objection to processing unless we have a compelling overriding legitimate ground for the processing, the processing is for the establishment, exercise or defence of legal claims or we have another lawful reason to refuse such request. We will comply with each valid opt-out request in relation to marketing communications.
- Right to erasure. Data subjects may request that we erase their Personal Data. We will comply, unless there is a lawful reason for not doing so. For example, there may be an overriding legitimate ground for keeping the Personal Data, such as compliance with our archiving obligations.
- Restriction. Data subjects may request that we restrict our processing of their Personal Data in various circumstances. We will comply, unless there is a lawful reason for not doing so, such as, a legal obligation to continue processing your Personal Data in a certain way.
- Right to data portability. In certain circumstances, data subjects may ask us to provide a copy of their Personal Data in a structured, commonly used and machine-readable format and have it transferred to another provider of the same or similar services. To the extent such right applies to the Services, we will comply with such transfer request. Please note that a transfer to another provider does not imply erasure of the data subject's Personal Data which may still be required for legitimate and lawful purposes.
- Right to lodge a complaint with the supervisory authority. We suggest that data subjects contact us about any questions or complaints in relation to how we process Personal Data. However, each data subject has the right to contact the relevant supervisory authority directly.

Use of Technology, Devices and Artificial Intelligence
To the extent that I use any automated decision-making technology, including artificial intelligence, in the course of my services, I do not rely upon the same without human intervention. Before using any new technology including artificial intelligence, I carry out an
appropriate risk assessment to ensure that your rights are not adversely affected by the same.

Disclaimer
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