



**Information on the processing of personal data
carried out by notaries:**

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Pursuant to art. 13 of EU Regulation no. 679/2016 GDPR and art. 131 Legislative Decree no. 196/2003
Code on the protection of personal data (so-called Privacy Law)
text edited by the National Council of Notaries

The notary is a public official who institutionally has a role of guarantee and impartiality; he has the task of giving public faith to the acts between private individuals and the information contained therein, so that anyone can rely on them. At the same time ensures the control of legality of the acts and a qualified legal assistance, aimed at ensuring that the acts stipulated realize as far as allowed the result desired by the parties.

Data collection

In order to perform its function, the notary must use certain data concerning you and any other interested parties. This is personal and/or patrimonial information that will be processed both electronically and manually. The information may be provided directly by you or by another interested party, or it may be collected from third parties, mostly in archives kept by public bodies, and more rarely by private ones.

Depending on the nature of the task, the notary will consult (or have consulted) the Land Registry, the Real Estate Registers, the Business Register, the Civil Status, the Registry Office and other similar Public Registers, obtaining the information needed for the correct execution of the task. The registers consulted may in some cases be abroad, for example when the notary is asked to receive a deed involving a foreign company.

This information, collected to the extent strictly necessary for the notary's function, for the assignment received and for the consequent accounting, fiscal and insurance obligations, will be kept at the office for the period established by the respective sector regulations (for example: notarial law for original deeds, civil code for advertising obligations, fiscal and tax regulations for invoicing and accounting data, anti-money laundering regulations for information relating to adequate verification); without this information the notary cannot carry out the assignment entrusted to him. The data concerning you are acquired from time to time as necessary for the purposes of individual acts or individual transactions, which remain associated in our files, both paper and computer. For some services we use subjects we trust, as data processors, who perform tasks of a technical and/or organizational nature on our behalf. Their list is constantly updated and can be consulted easily and free of charge by asking the firm's staff.



Data communication

The Notary is in turn obliged to communicate certain data to public bodies: this takes place only in the cases provided for by the Law and strictly adhering to the methods provided for by the Law. The data transmitted will mostly update those public records from which most of the data concerning you and any other parties involved in the deed has been processed.

The transmissions take place mainly in telematic form through structured data, making use of the computer and telematic tools installed at the office; the Italian notaries have created a special reserved and protected telematic network, with national coverage, and an exclusive digital signature system, governed by its own Certification Authority, in order to guarantee citizens maximum security also in this area, Personal data will be communicated, for example, to the Inland Revenue Office, formerly the office of the President of the Italian Republic:

- to the Revenue Office formerly the Registry Office (Ministry of Economy and Finance) for the purpose of tax registration of the contract;
- to the Land Office, formerly the land registry office (Ministry of Economy and Finance) for the purpose of transcribing the contract and its transfer;
- to the Office of the Civil Status, for the formalities of competence (for example, the annotation in the margin of the marriage deed of the separation of property agreement);
- to the Register of Enterprises, for the incorporation of partnerships and corporations, amendments to statutes and agreements, transfers of shares and similar operations.

The archives of the single Public Offices are accessible through specific procedures directly regulated by the Law; they are mainly Public Registers that can be consulted by anyone.

The notary's office, in its capacity as data controller, has no intention of transferring personal data to a third country, unless required by the parties or by law.

The personal data of the clients of the notary's office will also be collected and processed in a structured form for the fulfilment of the anti-money laundering and anti-terrorism regulations (D.Lgs. 109/2007 and 231/2007, implementation rules, integrations and modifications) and the subsequent processing by the competent public subjects.

Special categories of personal data

Pursuant to Articles 9 and 10 of the EU Regulation no. 2016/679, you may confer, to the notary for the execution of the assignment data qualifying as "special categories of personal data" and that is those data revealing "racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as genetic data, biometric data intended to uniquely



identify a natural person, data concerning health or sex life or 'sexual orientation of the person or data relating to criminal convictions and offenses required by law. These categories of data may be processed only with your free and explicit consent, given in writing at the bottom of this information notice, or pursuant to Article 9, paragraph 2, letters f) and g) of EU Regulation No. 2016/679, without such information the notary will not be able to perform the task entrusted to him.

Existence of an automated decision-making process, including profiling

The Notary does not adopt any automated decision-making process, including profiling as referred to in Article 22(2) and (4) of EU Regulation No. 2016/679.

Incorrect or outdated data

You have the right to access your personal data at any time. Likewise, you may request the rectification or erasure of the same or the limitation of the processing concerning you or to object for legitimate reasons to their specific processing, in addition to the right to data portability and the right to withdraw consent at any time without affecting the lawfulness of the processing based on the consent given before the revocation and without prejudice to what is specified below for the right to erasure, you also have the right to lodge a complaint with the supervisory authority identified by Italian law.

Right to cancellation (c.d. right to oblivion)

The notarial deed, as any other similar public document destined to public archives, must be preserved unaltered over time in its original content, therefore the personal data conferred for the professional assignment cannot be cancelled if they have been reported in registers or deeds kept according to the Notarial Law (L. 89/1913 and s.m.i.), since they have been acquired

- for the fulfilment of a legal obligation requiring the processing;
- in the exercise of public powers vested in the data controller;
- for archiving purposes in the public interest
- for the ascertainment, exercise or defence of a legal right.

For the same reason, any subsequent modification of the data contained therein shall not and cannot entail a modification of the act, but shall be documented in its own way. The transfer of residence, for example, will be communicated to the Registry but will not involve modification of the notarial act. In the same way, once the payment of a mortgage has been completed, the relevant deed will not be destroyed, nor will any annotation be made on it, but the extinction of the guarantee which assists the debt may be publicized at the Real Estate Registries following the procedures provided for by the Law.



If the notarial acts require, instead, to be corrected due to the objective inaccuracy of some of their elements, the correction can be performed only with a further notarial act.

As anticipated, the owner of the treatment of your data will be the notary who will stipulate the act you requested, and, therefore, alternatively, one of the following:

- o Dr. Giulio Errani
- o Dr. Luigi Malaguti
- o Dr. Jacopo Marin
- o Dr. Monica Giacobbe

all with office in Bologna, Via Dante n. 6/A, Tel. 051-340808, email: studio@bolognanotai.it and to the same Holder may address any request.

Purposes, legal basis and necessity of the processing of Personal Data.

The purposes pursued by the Data Controller are: a) to provide an estimate for the professional activity; b) to execute the professional assignment. The legal basis for the processing of Personal Data for the stated purpose is the fulfillment of a contractual or pre-contractual obligation and related obligations imposed by the law of law (Art. 6 letters b), c) and e) GDPR).

Method of processing.

The Customer's Personal Data are processed by the Controller in both paper and electronic form. The Customer's Personal Data as well as any other information that can be associated with them, directly or indirectly (e.g., images, etc.), are processed by applying security, technical and organizational measures that ensure a level of security appropriate to the risk, taking into account the state of the art and the cost of implementation.

Recipients.

As explained in part above, personal data collected by the owner may be processed by the owner and/or personnel specifically authorized and/or appointed by the owner, as well as by internal and external managers, all of whom are appointed/authorized by the owner. In addition, the owner, in execution of specific legal obligations (anti-money laundering regulations for example) to which it is obliged, may have to communicate to certain public or private entities, the Customer's Personal Data (Land Registry, Revenue Agency, Notary Archives, Business Registry, other bodies or institutions provided for by law including also the Ministry of Health in relation to the Particular Data contained in the Advance Treatment Arrangements, in order to feed the National Data Bank for the DAT).



Period of Data Retention.

Clients' personal data, acquired for the purposes indicated above, are processed for as long as necessary for the performance of the requested professional service, the related legal obligations, and until the termination of the professional assignment. The client should note, however, that personal data contained in public records, cannot be deleted or modified, and will be stored without time limit, as required by law.

With best regards



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