

**DATA PROTECTION PRIVACY POLICY for P D WILKINSON Notary Public**  
Registered with the Information Commissioner's Office under number: Z8371514

**The purpose of this notice is** to explain how we collect, process and retain personal data in the course of providing notarial services

**Further information** may be requested from The Data controller:

David Wilkinson

By telephone: 07798 738551

or email: [david.wilkinson@bpcollins.co.uk](mailto:david.wilkinson@bpcollins.co.uk)

or by post to: Collins House, 32-38 Station Road, Gerrards Cross, Buckinghamshire, SL9 8EL

**How do we collect personal information?**

We collect information and data

- directly from you at the point of your initial enquiry or instructions
- directly from the documents that you provide to us for notarisation
- as a result of any additional due diligence enquiries necessary to complete the notarisation process

**How do we use your personal data?**

We will only process personal data in accordance with the 8 Principles of the General Data Protection Regulation (GDPR), 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 do we share your personal information with?**

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

- further processing is required, additional processing may include
  - translation
  - where documents need to be legalised at the Foreign and Commonwealth Office or at the Embassy or Consulate of the foreign jurisdiction where the document is to have effect
  - Professional organisations exercising certain public, governance and archiving functions in relation to the notarial profession, such as Chambers of Commerce, The Notaries Society and Faculty Office
- 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, for example your personal data is to be transferred to 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 we have not control.

**How long do we keep your personal information?**

Basic data regarding you, the client, and the nature of the notarial transaction is kept in perpetuity as required by our regulators, the Faculty Office of the Archbishop of Canterbury. Further details of the nature of data retained is provided to clients when instructing the firm to act.

## **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 six of the GDPR; that personal data is processed in accordance with the individuals' rights.

- We do not use personal data for direct marketing
- No decisions are made by automated means

More information may be found at

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>  
<https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

## **Website usage**

This website collects data in the following way:

- Online form

This website uses the following cookies:

- Addthis

Cookies may be disabled; however, this may limit the user's website experience.

## **Disclaimer**

The information contained in this website is for general information purposes only. While we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information. Any reliance you place on such information is therefore strictly at your own risk.

## **Links to other websites**

This privacy notice does not cover the links (if any) within this site linking to other websites as we have no control over the nature, content and availability of those sites. We encourage you to read the privacy statements on the other websites you visit. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them.

## **Changes to this privacy notice**

We keep our privacy notice under regular review. This privacy notice was last updated in April 2018.