

P D WILKINSON NOTARY PUBLIC

DATA PROTECTION: PRIVACY and CONSENT NOTICE

The purpose of this notice is to explain how we collect, process and retain personal data in the course of providing notarial services and to gain your consent to do so.

Further information may be requested: -

From
The Data Processor DAVID WILKINSON
For P D WILKINSON NOTARY PUBLIC
hereinafter known as the notarial service provider (NSP)
ICO registration number Z 8371514

By
Telephone 07798 738551
Email david.wilkinson@bpcollins.co.uk
Post 20, 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; new clients are asked to complete a Terms of Business form.
- 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?

Your personal data is used only and solely for the purpose of providing notarial services. This may include enabling suppliers and service providers to carry out certain functions on behalf of the NSP and 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
- 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 being 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, the NSP has no control.

How long do we keep your personal information?

Basic data regarding the documents we are asked to notarise is transferred into a Master Client Protocol as required by our regulators, the Faculty Office of the Archbishop of Canterbury. These records are kept permanently and include the following data:

The date of the act, the name of person at whose request the act was performed, the person or persons, if any, intervening in the act and, in the case of a person who intervened in a representative capacity, the name of his principal, the method of identification of the party or parties intervening in the notarial act, and in the case of a party intervening in a representative capacity, any evidence produced to the notary of that party's entitlement so to intervene, the nature of the act, the fee charged.

A copy of the notarial act is scanned into our computer system and kept permanently. Upon retirement or closure of the notarial practice, records are transferred into the care of a designated successor.

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 individual's 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-DATAPROTECTION/PRINCIPLE-6-RIGHTS/](https://ico.org.uk/for-organisations/guide-to-dataprotection/principle-6-rights/)

Consent

I (NAME) _____

Have read the above DATA PROTECTION PRIVACY NOTICE and hereby give my express consent to the terms contained therein.

This consent will apply to all requests for notarial services in the future in accordance with the principles of the General Data Protection Regulations

Signed: _____ Date: _____