

Debra Louise Evans Notary Public

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Data Protection & Privacy Policy

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

How we collect personal data

We collect information and data:

1. directly from you at the point of your initial enquiry or instructions. You will be asked to complete a Client Registration Form;
2. directly from the documents that you provide us for notarisation or from third parties with a relevant and legitimate interest in the transaction;
3. as a result of any additional due diligence enquiries necessary to complete the notarisation process.

How 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:

1. responding to your queries, requests and other communications;
2. providing notarial services, including the translation and legalisation of documents;
3. enabling suppliers and service providers to carry out certain functions on our behalf in the provision of notarial services including, but not limited to, web hosting, data storage, identity verification, technical, logistical and courier services;
4. in the resolution of any complaints.

Who we share your personal information with

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

1. further processing is required, for example arranging a translation;
2. documents need to be legalised at the Foreign and Commonwealth Office or at an Embassy / Consulate;
3. 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 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 any international treaties which may apply.

How long we keep your personal information

Basic data regarding our client, and the nature of the notarial transaction, is kept in perpetuity as required by our regulator, the Faculty Office of the Archbishop of Canterbury.

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

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

More information may be found at

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Links to other websites

This Privacy Policy does not cover the links 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 Policy

We keep our Privacy Policy under regular review.

Further information may be requested from The Data controller: **Debra Louise Evans**