

## Information on Data Processing

### 1. NAME AND CONTACT DETAILS OF THE PARTY RESPONSIBLE FOR PROCESSING (CONTROLLER) AND THE DATA PROTECTION OFFICER

#### 1.1. Name of the responsible party

This data protection information applies to data processing by the Notary Sabine Usinger (hereinafter “**the Notary**”). The Notary is the data controller as defined in the General Data Protection Regulation.

#### 1.2. Contact data of the responsible party

Address: Hardenbergstrasse 28a · 10623 Berlin

E-Mail: [Notarin.Usinger@sammlerusinger.com](mailto:Notarin.Usinger@sammlerusinger.com)

Telephone: 030 - 263 95 09 142/-153

Fax: 030 - 263 95 09 600

#### 1.3. Company data protection officer

The data protection officer of the Notary can be reached at the address specified above, for the attention of “The Data Protection Officer of the Notary Sabine Usinger” or at [datenschutzbeauftragter@sammlerusinger.com](mailto:datenschutzbeauftragter@sammlerusinger.com).

### 2. COLLECTION AND STORAGE OF PERSONAL DATA AS WELL AS THE TYPE AND PURPOSE AND ITS USE

#### 2.1. In the Exercise of the Notary’s Office

In exercising my official function as Notary, I in particular collect the following information about you:

- Personal data, e.g. first name and surname, date and place of birth, nationality, marital status; in an individual case your birth register number;
- data about contact details, e.g. postal address, telephone and fax numbers, E-Mail address;
- in case of real estate contracts, your tax identification number;

- in certain cases, e.g. marriage contracts, wills, inheritance contracts or adoptions, also data about your family situation and your assets and possibly statements about your health or other sensitive data, e.g. because this serves to document your legal capacity;
- in certain cases also data concerning your legal relations with third parties, such as e.g. file numbers or loan or account numbers at banking institutions;
- all further information which is necessary for the fulfilment of my duty arising from Section 17 (1) Notarisation Act.

In addition, I process data from public registers, e.g. Land Register, Commercial Register and Register of Associations.

As a Notary, I am the bearer of an office. My official work is undertaken in the performance of a task in the public interest of proper preventative administration of justice and therefore in the public interest, and in the exercise of public authority as defined in Art. 6(1) sentence 1 e General Data Protection Regulation.

Your data will only be processed in order to carry out the notarial activity desired by you and possibly by other persons participating in a transaction in accordance with my official duties, i.e. for the production of draft deeds, for the notarisation and implementation of deed transactions or to provide advice. The processing of personal data therefore always exclusively takes place on the basis of the professional law and procedural law provisions which apply to me, which mainly result from the Federal Notaries' Ordinance and the Notarisation Act, such as

- find out your wishes
- clarify the facts and circumstances
- inform you appropriately about the legal implications of your acts
- be able to repeat your declarations clearly and unambiguously and examine them
- correspond with you
- produce invoices.

Data processing is necessary pursuant to Art. 6(1) sentence 1 c General Data Protection Regulation for the purposes specified above for the exercise of the Notary's office.

The personal data collected by me for the exercise of the Notary's office will be stored until the expiry of the statutory duty of safekeeping for notaries (See in detail

Section 5(4) Official regulations for Notaries) and then deleted, unless I have a duty to store it for a longer period pursuant to Art. 6(1) sentence 1 c General Data Protection Regulation due to tax and commercial law duties of safekeeping and documentation (from the Commercial Code, Criminal Code, Money Laundering Act or Tax Code) and professional law provisions for the purpose of collision checks.

## **2.2. In processing contact data from third parties**

If you notify me of your contact data (E-Mail address, business card, etc.) or I have received your contact data through a third party without your direct involvement in the exercise of notarial office (e.g. as an estate agent or advisor), I will collect and store your contact data.

The collection of data pursuant to fig. 2.2 takes place on the basis of Art. 6(1) sentence 1f General Data Protection Regulation in order to be able to contact you at any time. Your data will be stored for as long as the data is required for the purpose of use and then subsequently deleted, or until you object to processing.

## **3. FORWARD TRANSMISSION OF DATA TO THIRD PARTIES**

In principle, your personal data is not transmitted to third parties for purposes other than those listed below. Your personal data will be transmitted to third parties to the extent to which this is necessary for the exercise of the Notary's office pursuant to Art. 6(1) sentence 1 c.

This in particular includes transmission to the tax authorities (real estate transfer tax office), register courts, local authorities, the committee of experts, the central register of wills, the central guardianship register and other public authorities and banking institutions.

The transmitted data may only be used by the third party exclusively for the purposes stated. This does not affect the duty of confidentiality. To the extent to which the data involved is subject to the duty of confidentiality, transmission to third parties only takes place in consultation with you.

Transmission of the contact data pursuant to fig. 2.2 to third parties only takes place if such transmission to a third party can reasonably be expected, for example so that the third party can make contact in the context of professional work. Contact data will not be transmitted to third parties for the purpose of direct advertising.

#### **4. RIGHTS OF THE DATA SUBJECT**

**4.1.** You have the following rights in relation to me with regard to the personal data which relates to you:

- a) Right to information
- b) Right to correction or cancellation
- c) Right to restriction if processing
- d) Right to object to processing
- e) Right to data transferability.

**4.2.** You also have the right to complain to a data protection supervisory authority about the processing of personal data by me. The supervisory authority responsible for me is the Berliner Data Protection and Freedom of Information Officer, Friedrichstr. 219, 10969 Berlin, Telephone: 030 13889-0, Telefax: 030 2155050, E-Mail: mailbox@datenschutz-berlin.de.

#### **5. RIGHT OF OBJECTION**

If your personal data is processed on the basis of legitimate interests as defined in Art. 6(1) sentence 1 f General Data Protection Regulation, you have the right to object to the processing of your personal data pursuant to Art. 21 General Data Protection Regulation if there are grounds for this connected with your specific situation. If you wish to make use of your right of objection, an E-Mail to [datenschutzbeauftragter@sammlerusinger.com](mailto:datenschutzbeauftragter@sammlerusinger.com) is sufficient.