

## **NOTARIUS PUBLICUS' PRIVACY POLICY**

This privacy policy explains how Notarius Publicus in Gothenburg ("**Notarius Publicus**") processes information that can be used to directly or indirectly identify you as an individual ("**personal data**").

You are always welcome to contact our Data Protection Officer via [notarius.publicus@lindahl.se](mailto:notarius.publicus@lindahl.se) if you have any questions regarding Notarius Publicus' processing of personal data.

## **PRIVACY POLICY**

### **NOTARIUS PUBLICUS' PROCESSING OF YOUR PERSONAL DATA**

#### **Who is responsible for your personal data?**

Notarius Publicus is part of Advokatfirman Lindahl Kommanditbolag, reg. no 916629-0834 ("**Lindahl**"). Lindahl processes your personal data in its capacity as a controller and is thus responsible to ensure that all processing is performed in accordance with applicable legislation.

#### **How does Notarius Publicus obtain your personal data?**

Notarius Publicus collects personal data that you, or someone else, provide when contacting Notarius Publicus via e-mail, mail and/or in other ways when using the services of Notarius Publicus. For example, when visiting our drop-in reception, when Notarius Publicus issues an *apostille* or when verifying your signature.

Notarius Publicus may also obtain your personal data from other sources than yourself, for example, through publicly available personal address records (such as SPAR), public authorities or when a customer's case contains your personal data due to your employment or otherwise.

#### **Which data is processed?**

Notarius Publicus processes personal data that is obtained by us or provided to us (either by yourself or a third party). Such personal data may comprise your first and last name, postal and e-mail address, telephone number, date of birth, part of your credit card number (should you choose to pay with your credit card), passport number, photos of you, your signature, your profession and/or other information that you or someone else has provided to Notarius Publicus or that is otherwise necessary for the performance of Notarius Publicus' other obligations and services towards you.

#### **Why does Notarius Publicus process data about you?**

Your personal data may be processed by Notarius Publicus for the following purposes:

- ✓ to communicate with you,
- ✓ to perform obligations and provide services to you, such as when Notarius Publicus verifies signatures, authorized translations, transcripts and other information about the content of documents. Or when Notarius Publicus issues an *apostille*, attends as a witness when storage rooms are closed or opened or when seals are put on or broken and when Notarius Publicus checks lottery draws and draws out or cancels bonds, shares or other securities. Or when Notarius Publicus, after inspection or investigation, gives an account of its observations, raises legal or economic considerations and submits such considerations to third parties and confirms that an authority or person is

authorized to undertake certain service measures or that someone has a certain position or competence or is authorized to represent someone else.

- ✓ to enable good service to you by, for example, answering questions that you ask via our e-mail,
- ✓ to manage and administer your visit at our drop-in reception,
- ✓ to use as basis for invoicing and accounting,
- ✓ to comply with applicable legislation, such as the Swedish Accounting Act and,
- ✓ similar purposes.

### **When does Notarius Publicus have the right to process your personal data?**

Processing of personal data is lawful only when the processing is based on a legal basis. Notarius Publicus has the right to process your personal data when it is necessary for the performance of an obligation towards you, if you have given your consent to the processing or if processing is necessary for compliance with a legal obligation to which Notarius Publicus is subject or for the performance of a task carried out in the public interest.

### **Who has access to your personal data?**

Your personal data is processed by Notarius Publicus and Notarius Publicus' processors, that is, companies that Notarius Publicus cooperate with regarding IT operations etc. However, these parties may not process your personal data for any other purpose than to provide the services that they are engaged for and solely in accordance with the instructions given by Notarius Publicus. Access to personal data is only given to the individuals who need it for their task assignments.

Notarius Publicus do not transfer your personal data to countries or parties that have not been approved in accordance with applicable privacy legislation. Notarius Publicus does not transfer your personal data to other corporations or authorities unless such transfer is necessary for compliance with a legal obligation to which Notarius Publicus is subject, in order to protect Notarius Publicus' or a third party's rights or for the performance of an obligation towards you.

### **How long does Notarius Publicus retain your personal data?**

Notarius Publicus will not retain your personal data longer than necessary to fulfil the purposes for which it was obtained and/or as required by applicable law or regulation.

### **What are your rights?**

You have the right to, at any time, request a copy of the personal data undergoing processing by Notarius Publicus. Your request shall be in writing, signed in person, contain your first and last name and personal identification number.

If your personal data is incorrect, incomplete or irrelevant, you can request a rectification. You can also make a request to have your personal data erased if your personal data is no longer needed for any purposes and Notarius Publicus is not required by law to retain it. You also have the right to request a restriction of the processing of your personal data.

You may, at any time, withdraw your consent to let Notarius Publicus process your personal data. However, your withdrawal of your consent does not affect the legitimacy of the processing of your personal data before your withdrawal was made.

The personal data you have provided to Notarius Publicus may be portable. This means it can be moved, copied or transmitted electronically under certain circumstances to

another controller (so-called data portability). Please note that a prerequisite for data portability is that the processing can be automated and that it is technically possible.

Furthermore, you have the right to file a complaint with the supervisory authority (in Sweden, the Swedish Data Protection Authority or its future equivalent).

### **How is your personal data being protected?**

The protection of your personal data is important for Notarius Publicus when Notarius Publicus is processing your personal data. Therefore, Notarius Publicus implements and maintains appropriate physical, technical and administrative procedures in order to manage and ensure the protection of the personal data that Notarius Publicus is processing. Access to personal data is only given to those within Notarius Publicus' organization who need it for their task assignments.

### **Updating this Privacy Policy**

Notarius Publicus continuously updates this privacy policy. The latest version of the privacy policy is always available at the website [www.notariuspublicusgbg.se](http://www.notariuspublicusgbg.se).

*This privacy policy is valid as of the 1 May 2019.*