

## **PRIVACY NOTICE**

**GS Notary Public Limited** (“we”, “us” or “our”) is a notary firm based in England, registered at 44 Chiltern Way, Woodford Green IG8 0RQ. We are registered with Companies House under number 09608778. We are also registered with the Information Commissioner’s Office (“ICO”) under number ZA351211.

We are responsible for processing and safeguarding the personal information you provide to us. This Privacy Notice outlines how we collect, use, disclose, store and protect your personal information. If you have any concerns regarding the privacy of your personal data or require information about how we manage your personal information, then you can contact us by:

Post: GS Notary Public Limited, 44 Chiltern Way, Woodford Green, IG8 0RQ.  
Email: [gs@notarypublicgs.co.uk](mailto:gs@notarypublicgs.co.uk)  
Mobile: 07788716525

### **INFORMATION WE COLLECT**

We collect, use, store and transfer the following types of personal data:

- *Identification and Contact Information:* Name, date of birth, nationality, passport or other identification, address, email, and phone number.
- *Professional and Transactional Information:* Occupation, employer, and details relevant to the notarial services requested (e.g. documents requiring notarisation such as certificates, contracts, powers of attorney).
- *Financial Information:* Bank details and payment information when processing payments.
- *Other Relevant Information:* Additional details as necessary to perform our services and meet regulatory requirements and obligations.

### **HOW THE LAW PROTECTS YOU**

The law allows us to use your personal information if you consent to this or we have a proper reason to do so which could be:

- To fulfil a contract with you.
- To discharge statutory and legal obligations.
- When it is in our legitimate interest (meaning when we have a business or commercial reason to use your information including but not limited to internal administrative purposes but also to prevent fraud, ensuring network and information security).

### **HOW AND WHY, WE USE YOUR DATA**

We collect personal data about you in connection with the services that we provide. We may acquire data from the documentation that you produce to us, enquiries that you raise with us, and any interactions that you have with us.

We are regulated by the Master of Faculties and the codes of conduct which apply to the notarial profession apply to us. These can be found at [www.facultyoffice.org.uk/](http://www.facultyoffice.org.uk/)

We use your personal information to:

- *Provide Notarial Services*: which include verifying your identity, recording your address, authentication of documents, and performance of notarial acts.
- *Record keeping*: maintain notarial records in compliance with our legal and professional obligations.
- *Communication*: to communicate with you.
- *Comply with legal and regulatory requirements*: to meet requirements under laws and regulations applicable to notaries, such as anti-money laundering (AML), client due diligence, protection detection and investigation of fraud and crime.
- *Contract*: for contractual and pre-contractual formalities, and to maintain client relationship.

## **DATA SHARING**

We may share your personal data with third parties who provide services on our behalf, including:

- *Service providers and agents*: Third party providers assisting in our operations (e.g., legalisation agents, document couriers, IT service providers, legal advisors, translators, accountants).
- *Regulatory authorities*: As required to comply with legal and regulatory obligations.
- *Professional bodies and insurers*: To meet our professional and insurance requirements.

We will share your data for:

- Providing services to you.
- Prevention of fraud and crime.
- Replying to enquiries and complaints.
- Compliance with legal, professional and statutory obligations.

## **DATA RETENTION**

We will retain your personal data for as long as necessary to fulfil the purposes for which it was collected, in accordance with our retention policy. We consider the requirements of our business, and the services provided, good practice, lawful ground upon we based our processing and any statutory, legal or regulatory obligations we are subject to including the Notaries Practice Rules 2014 (as amended).

## **INTERNATIONAL TRANSFERS**

The services which we provide to you, may require us to transfer your personal data to countries outside the European Economic Area (EEA). Such countries may not provide the same level of data protection as within the EEA. We will take appropriate steps to ensure that any such transfer meets the UK data protection requirements. However, you should consider your responsibilities and any risks prior to instructing us in any matter.

## **SECURITY MEASURES**

We take all reasonable precautions to keep your personal information secure, including safeguards against unauthorised access, use, or data loss. This includes ensuring any third parties who perform work on our behalf comply with security standards as part of their contractual obligations.

## **YOUR RIGHTS**

Under UK data protection laws, you have the right to:

- obtain access to, and copies of, the personal data we hold about you and information about how we process it;
- require us to correct any inaccuracies in the personal data we hold about you;
- require, in certain circumstances, erasure of your personal data;
- require us, in certain circumstances, to restrict our data processing activities;
- obtain from us the personal data you have provided to us in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- object to our use of your personal data based on our legitimate interests, on grounds relating to your specific situation;
- withdraw your consent, where our use of your personal data is based on that consent; and
- complain to the Information Commissioner's Office, which can investigate compliance with data protection law and has enforcement powers, if you are not satisfied with how we are processing your personal data.

The above rights are subject to exceptions and limitations and not absolute.

## **COMPLAINTS**

If you are unsatisfied with our handling of your personal data, please contact us to address your concerns. If you are unhappy with our response, you have the right to lodge a complaint with the Information Commissioner's Office by phone on 03031231113 or online at [ico.org.uk/concerns/](https://ico.org.uk/concerns/)

