



NOTICE ON THE PROCESSING OF PERSONAL DATA

Privacy: how we process your data

Artt. 13 and 14 of Regulation EU 2016/679 (GDPR) and D.Lgs. 196/2003. Data controller: notary Marco

Fiorentino, Viale Antonio Gramsci 19, 80122 Napoli.

1. WHO THE NOTARY IS AND WHY HE PROCESSES YOUR DATA

The notary is a public official with a role of guarantee and impartiality: he gives public faith to deeds between private parties and to the information they contain, ensures a check of legality and provides qualified legal assistance so that deeds achieve the result intended by the parties. To carry out this function he must process personal and financial data concerning you and the other parties involved.

2. WHICH DATA AND FROM WHERE

Identification and contact data, family data (marital status, matrimonial property regime), financial and tax data, data on properties and companies, bank details relating to payments under the deed, data collected for anti-money-laundering due diligence. They may be provided by you or by another party, or collected from public registers: Cadastre, Land Registers, Register of Companies, Civil Status and Population Registers, and foreign registers where a foreign party is involved.

3. PURPOSES AND LEGAL BASIS

Data are processed to: execute and keep the deed and carry out the related formalities (legal obligation and public powers: notarial law, civil code, tax legislation); fulfil anti-money-laundering and anti-terrorism obligations (D.Lgs. 231/2007); manage the contractual relationship, accounts and invoicing; answer your requests made through the website, by email or by telephone; manage the client area of the website. Without these data the notary cannot carry out the engagement.

4. SPECIAL CATEGORIES OF DATA

For some deeds you may provide data under artt. 9 and 10 GDPR (for example health data in powers of attorney, wills or support administration orders; religious beliefs; criminal-record data required by law). They are processed only with your explicit written consent or in the cases under art. 9, par. 2, lett. f) and g), and always to the extent needed for the deed.

5. TO WHOM WE DISCLOSE THE DATA

Only in the cases and ways provided for by law: the Italian Revenue Agency (registration), Land Offices (recording, cadastral transfer), Civil Status Office, Register of Companies, the Financial Intelligence Unit and competent authorities (anti-money laundering), the Notarial Council and Notarial Archive (supervision), the National Notarial Fund. Transmissions mostly take place electronically through the reserved network of the Notariat and its digital-signature system. With your consent, data may be disclosed to persons linked to the parties (banks, estate agents, accountants, surveyors, building administrators) solely for the needs of the deed. Data may be processed, as processors or authorised persons, by the Office's staff and by providers of IT, archiving and certified-email services, bound by contract and by confidentiality. Data are not transferred outside the European Union, save with appropriate safeguards.

6. FOR HOW LONG

Original deeds and the notarial records are kept indefinitely under the notarial law (L. 89/1913). Anti-money-laundering due-diligence data for ten years from the end of the relationship (art. 31 D.Lgs. 231/2007); accounting and tax data for ten years; copies of documents delivered for a service that is then not performed for one year, after which they are destroyed; requests made through the website for the time needed to reply and in any case no longer than twelve months; files in the client area for the duration of the file and the following twelve months.

7. SECURITY

Data are protected by appropriate technical and organisational measures: access with personal login details, encryption of transfers, compliant archiving, staff training. Documents uploaded to the client area of the website are stored outside the public library and can be downloaded only by their owner after logging in.

8. AUTOMATED DECISIONS AND ARTIFICIAL INTELLIGENCE

The notary does not use automated decision-making or profiling (art. 22 GDPR). Any use of artificial intelligence tools in support of the Office's activities takes place under human control and in accordance with the dedicated notice (art. 13 L. 132/2025).

9. YOUR RIGHTS

You may at any time ask for access to your data, rectification, erasure, restriction, portability, object to processing on legitimate grounds, withdraw consent without affecting the lawfulness of prior processing and lodge a complaint with the Italian Data Protection Authority (Garante per la protezione dei dati personali, www.garanteprivacy.it). To exercise these rights write to marco.fiorentino@notariato.it or to the PEC address marco.fiorentino@postacertificata.notariato.it.

10. THE RIGHT TO ERASURE HAS A LIMIT: THE NOTARIAL DEED

A notarial deed, like any public document destined for public archives, must remain unaltered over time: data recorded in deeds and registers kept under the notarial law cannot be erased or changed, as they are acquired under a legal obligation, in the exercise of public powers, for archiving in the public interest or for the defence of a right in court. A change of residence is reported to the Population Register but does not alter the deed; the repayment of a mortgage loan is recorded in the land registers, not on the deed; the correction of an error requires a new notarial deed.



ACKNOWLEDGEMENT AND CONSENTS

☐ I declare that I have read and received the privacy notice of the Notarial Office of Marco Fiorentino.

☐ I give ☐ I do not give

consent to the processing of the special categories of personal data that I may provide for the performance of the engagement, to the extent needed for the deed.

☐ I give ☐ I do not give

consent to the disclosure of data to other persons linked to the parties (bank, estate agent, accountant, surveyor, building administrator) solely for the needs of the deed.

Place and date

Surname and first name

Signature