

Privacy notice for your file

How we process your data, for how long, your rights. With acknowledgement.

How to fill it in. iPhone and iPad: save the PDF to Files, open it with Preview or Files, tap the boxes to type; to sign: Markup > Add signature; then Share. **Android:** open it with Google Drive > Edit > Form filling, or with Adobe Acrobat Reader > Fill & Sign.

Computer: Acrobat Reader, Chrome or Edge. Send it back to segreteria@notaiofiorentinomarco.com, to our PEC or through the Client area.

In short

The data controller is **Notary Marco Fiorentino**, Viale Antonio Gramsci 19, 80122 Napoli (Mergellina), VAT no. 00362508889, registered in the Roll of the Distretti Notarili Riuniti di Napoli, Torre Annunziata e Nola.

We use your data **only** to reply to you, prepare and sign the deed and comply with the notary's legal obligations.

We **do not sell or give** your data to anyone for advertising.

Artificial intelligence helps us, but **the Notary always decides**, and your data is **not used to train it**.

For any request:

segreteria@notaiofiorentinomarco.com or PEC marco.fiorentino@postacertificata.notariato.it . We reply within 30 days.

Notice under articles 13 and 14 of [Regulation \(EU\) 2016/679 \(GDPR\)](#) and Legislative Decree 30 June 2003, no. 196 (Italian Privacy Code). The full, up-to-date text is on the website: notaiofiorentinomarco.com/en/privacy. The Italian text prevails.

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1. WHICH DATA, WHY AND FOR HOW LONG

You ask for a quote or a consultation

Which data: Name, contact details, type of deed, message

Why: To reply (art. 6.1.b)

How long: 12 months from the last contact if no engagement follows, then anonymised

You become a client and sign the engagement

Which data: Personal and tax data, documents, properties, companies, payments; where the law requires, special or judicial data

Why: Prepare and sign the deed (6.1.b), legal obligations (6.1.c), the notary's public function (6.1.e)

How long: Deeds: forever (notarial law). Anti-money laundering: 10 years. Accounts: 10 years

You use the Client area

Which data: Name, email, uploaded documents

Why: Exchange documents securely (6.1.b)

How long: While the file is open; the account closes 12 months after delivery

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You have an Online consultation

Which data: Name, contact details, image and voice

Why: To provide the consultation (6.1.b)

How long: Not recorded, unless you consent beforehand

Without the data needed for the deed we cannot sign it. Other data is optional.

2. THE NOTARY IS A PUBLIC OFFICIAL

- We also collect data from **public sources** (land registry, property registers, company register) or from those acting for you, such as the bank or the agency, always for your file (art. 14 GDPR).
- The deed and its annexes **cannot be deleted**: they are kept for ever in the notary's records and then in the Notarial Archive (Law 16 February 1913, no. 89).
- This is why the rights to erasure and to object have the limits set by law (art. 17.3 and 21 GDPR).

3. WHO RECEIVES THE DATA

By law or for the deed: Revenue Agency and land registry offices, Company register, Notarial Archive, Notarial Council, Financial Intelligence Unit (where the law requires), judicial authorities; at your request banks, other parties and your advisers.

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The Studio's suppliers, under a data processor agreement (art. 28 GDPR): WordPress.com and Jetpack (website, forms, Client area); Google (mail, calendar, documents, Meet); Wolters Kluwer Italia S.r.l. (Notaio NeXt practice software); OpenAI (website Assistant); WhatsApp, Microsoft or Zoom if you choose them; iubenda (cookies); the Studio's IT technicians; Anthropic and Google (Gemini) as AI tools. Some may process data in the United States, only with the safeguards of articles 45 and 46 GDPR.

4. ARTIFICIAL INTELLIGENCE

AI tools are used only as support (drafts, summaries, data extraction): legal assessment, ascertaining the parties' will, drafting and reading the deed remain the Notary's. No automated decision concerns you (art. 22 GDPR; Law 132/2025, art. 13). Before using them with your real data we give you the AI notice.

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5. YOUR RIGHTS

You may ask to know what data we hold and have a copy (art. 15), correct it (16), erase it within legal limits (17), restrict its use (18), receive it in a readable format (20), object (21), withdraw consent. It costs nothing and we reply within 30 days. You may complain to the Italian Data Protection Authority (art. 77): www.garanteprivacy.it.

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ACKNOWLEDGEMENT

Name and surname

Tax code

I declare that I have received and read this notice. I note that the data needed for the deed is processed by legal obligation.

Place

Date

Signature (by hand, or Markup > Add signature, or digital signature)

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