

**Privacy policy of the website  
for clients of Latvian notaries  
[www.latvijasnotars.lv](http://www.latvijasnotars.lv)**

**1. Personal data is collected and processed:**

1.1. the Council of Sworn Notaries of Latvia

Registration No.	LV90000349625
Address:	Krišjāņa Valdemāra Street 20-8, Riga, LV-1010
Telephone:	(+371) 67 218 955
E-mail:	info@latvijasnotars.lv

1.2. Contact information of the Latvian sworn notaries and their employees: [https://www.latvijasnotars.lv/notaries\\_map](https://www.latvijasnotars.lv/notaries_map)

1.3. The Council of Sworn Notaries of Latvia and Latvian sworn notaries declare that they will ensure fair treatment with regard to the processing of personal data, will process personal data in good faith and will use the data only for the purposes for which they were obtained.

**2. General purpose of processing personal data:**

Reliable and secure personal identification and prompt communication before and during legal assistance and consultation.

**3. Legal background of processing personal data:**

3.1. Your consent to the processing of your personal data for the following purposes.

3.2. Notariate Law.

**4. Data collected, processed and stored:**

Process	Data to be used	Objective/purpose	Duration of storage
Part of the website accessible to the public	According to the <a href="#">Terms of Use for Cookies</a>	To provide the best possible service, tailored to each client individually.  Cookies allow us to identify the most requested parts of the website (which parts were viewed by visitors and for how long). <b>More detailed information about cookies is available in the <a href="#">Terms of Use for Cookies</a>.</b> Unless otherwise provided by regulatory acts, a person has the right to refuse further processing of their data at any time, but in that case, particularly if the data is technically relevant, we may not be able to provide the Service to the same extent as before.	Depending on the cookie technology – 24 h to 2 years or until the user logs in (1 h for regular users).
Registration, booking a visit	Full name, e-mail, telephone number	Effective communication between the sworn notary and the person in order to coordinate the time of the visit and obtain the necessary additional information for the provision of service.	Until the client has deleted their profile.

Service "My activities"	Personal number	To provide an opportunity for a person to obtain information on their activities at Latvian notaries since 01.07.2006.	The fact of the request is stored for 10 years.
Service "Power of attorney verification"	Personal number	To provide an opportunity for any identified person to verify the authenticity of a power of attorney certified by a sworn notary, if issued from 01.07.2018, or to verify the existence of revocations of a power of attorney, if issued before 01.07.2018.	The fact of the request is stored for 10 years.
Correspondence on the website platform	Name, e-mail, telephone number	To enable any identified person to correspond in a secure environment with sworn notaries or their employees, to provide the necessary information for the provision of the service.	Until the client has deleted their profile.
Online case	Full name, personal number, e-mail, telephone number	To provide an opportunity for any identified person to submit documents to a sworn notary, to receive draft documents from a sworn notary, to talk to a sworn notary in videoconference mode, to pay for the service of a sworn notary, to retrieve a notarised, electronic document.	Documents – 30 days. Videoconference recording – 10 years.
Facial recognition in videoconferencing	Biometric data (facial image), identity document (passport, ID card)	Additional identification of the client in case the sworn notary has doubts about the identity of the client or the image of the client's face/identification document is not sufficiently visible in the videoconference.	The result of the verification will be stored for 12 months.

Note: If the client deletes the profile, the facts of the service request and the recordings of the videoconferences with the sworn notary are stored for 10 years.

#### **5. Potential data recipients:**

The data will be known only to the website holder – the Council of Sworn Notaries of Latvia, Latvian notaries and their assistants. They may be disclosed to supervisory and law enforcement authorities in case of legal necessity. At their reasoned request.

#### **6. The right of website users to rectify their data and withdraw their consent to its use**

You have the right to access your data, the right to rectify your data, the right to withdraw your consent to the processing of your personal data.

#### **7. Filing complaints**

If you have any complaints against the Council of Sworn Notaries of Latvia or any of the sworn notaries regarding the processing of personal data, you should address them to the Council's office, and if the situation cannot be resolved, to the Data State Inspectorate.