

Single Integrated Metadata Structure (SIMS v2.0)

(user oriented)

Country: Greece

Compiling agency: ELSTAT

Domain name: CIVIL JUSTICE STATISTICS

Survey on the activities of Notaries

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1. Contact Top	
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2. Metadata update Top	
2.1 Metadata last certified	January 2017
2.2 Metadata last posted	January 2020
2.3 Metadata last update	January 2020

3. Statistical presentation Top	
3.1 Data description	
<p>The survey on the activities of Notaries is a census survey. It is carried out on a yearly basis in the first semester of the year following the reference year and it monitors the number of notaries deeds concluded, by type and value of stamp duties and by Courts of Appeal Districts. Each Notary in Greece is obliged to submit to ELSTAT a statistical table with data on the above transactions.</p>	
3.2 Classification system	
<p>The collected data are classified geographically and presented on the basis of the Judicial Districts of the Civil Courts of first instance.</p>	
3.3 Sector coverage	
<p>Not applicable.</p>	
3.4 Statistical concepts and definitions	
<p>Notaries, according to the Notaries Code (Law 2830/2000 as in force), are unsalaried public officials. Their duties are:</p> <p>A. To draw up and keep supporting documents or legal acts and statements by interested parties when such documents are required by law or when the parties wish to make such documents official.</p> <p>b. To issue writs or copies of the documents referred to in the first paragraph, including copies of the attached documents or or documents relating to them.</p> <p>C. To validate private documents in terms of validating their date. For this validation a notarial deed is drafted.</p> <p>d. To certify the authenticity of the signature that comes before him on any document relating to the completed deed.</p> <p>E. To carry out any other act conferred on him by law. Furthermore, he may carry out any other act relevant to the exercise of his duties.</p> <p>Notaries are appointed following a public call for interest, in existing notary offices. Their professional status is governed by the Code of Notaries and they are organised in Notaries' Associations. As notary may be appointed, after observing the statutory selection procedure, any Greek national or EU national, who has a degree in Law from a Greek university or from a foreign university recognised as equivalent. The notary carries out his duties in the entire Judicial District of the Magistrate Court to which he is appointed, as "Judicial District of Magistrate Court" is defined from time to time.</p> <p>Type of notarial deeds</p> <ul style="list-style-type: none"> • Notices of seizure • Auctions: refers to the concluded auctions. Postponements, annulments, non awarded auctions are 	

<p>included in "Other deeds"</p> <ul style="list-style-type: none"> • Wills and testaments • Establishment/dissolution of companies • Real estate transactions: in case that a deed refers to more than one transaction (or shares is counted as one transaction) • Vehicles purchase and sales • Donations (in life, in prospect of death) • Parental grants • Loans deeds • Procuration deeds • Other deeds: lease contracts, statements in writing sworn, statements of legal capacity, approvals of private agreements, zone reservation contracts, distributions, exchanges, assignments, mergers, acceptance of inheritance, etc. <p>From reference year 2018, the following notarial deeds have been added:</p> <ul style="list-style-type: none"> • Acknowledgement of paternity of child • Registered partnership • Dissolution of registered partnership (unilateral / by mutual consent) • Dissolution of marriage by mutual consent (without children / with children) <p>The notary deed "Protests" is included in "Other deeds"</p>
3.5 Statistical unit
The Notaries.
3.6 Statistical population
The total of the Notaries active in Greece.
3.7 Reference area
All the Judicial Districts of the country are covered.
3.8 Time coverage
The Survey on the Activities of Notaries has been producing results since 1958, on a yearly basis.
3.9 Base period
Not applicable.

4. Unit of measure	Top
Number of deeds and value of stamps in Euros.	

5. Reference period	Top
One calendar year.	

6. Institutional mandate	Top
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6.1 Legal acts and other agreements

The legal framework concerning the organization and operation of ELSTAT is as follows:

- **Law 3832/2010** (Government Gazette No 38, Issue A): *"Hellenic Statistical System Establishment of the Hellenic Statistical Authority (ELSTAT) as an Independent Authority"*, as amended and in force
- **Regulation on the Operation and Administration of the Hellenic Statistical Authority (ELSTAT)**, 2012, (Government Gazette No 2390, Issue B, 28-8-2012)
- **Regulation (EC) No 223/2009 of the European Parliament and of the Council**, on the European statistics (Official Journal of the European Union L 87/164).
- **Article 14 of the Law 3470/2006** (Government Gazette No 132, Issue A): *"National Export Council, tax regulations and other provisions"*.
- **Article 3, paragraph 1c, of the Law 3448/2006** (Government Gazette No 57, Issue A): *"For the further use of information coming from the public sector and the settlement of matters falling within the responsibility of the Ministry of Interior, Public Administration and Decentralization"*.
- **European Statistics Code of Practice** adopted by the Statistical Programme Committee on 24 February 2005 and promulgated in the Commission Recommendation of 25 May 2005 on the independence, integrity and accountability of the national and Community statistical Authorities, after its revision, which was adopted on 28 September 2011 by the European Statistical System Committee.
- **Presidential Decree 226/2000** (Government Gazette No 195, Issue A): *"Organization of the General Secretariat of the National Statistical Service of Greece"*.
- **Articles 4, 12, 13, 14, 15 and 16 of the Law 2392/1996** (Government Gazette No 60, Issue A): *"Access of the General Secretariat of the National Statistical Service of Greece to administrative sources and administrative files, Statistical Confidentiality Committee, settlement of matters concerning the conduct of censuses and statistical works, as well as of matters of the General Secretariat of the National Statistical Service of Greece"*.

The Legal Framework is detailed in the following link:

<http://www.statistics.gr/en/legal-framework>

Moreover, the **legal acts governing the survey of notary's activities** are the Joint Ministerial Order 10498/B115 / 63 and the Presidential Decree 38 / 22.01.1981. The Code of Notaries (Law 2830/2000 as currently in force) in Article 15 provides for the obligation to submit statistical tables with the type and number of transactions drawn up each year.

EU legal basis: There is no relevant EU legislation.

• 6.2 Data sharing

Not applicable.

7. Confidentiality

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7.1 Confidentiality - policy

The issues concerning the observance of statistical confidentiality by the Hellenic Statistical Authority (ELSTAT) are arranged by articles 7, 8 and 9 of the Law 3832/2010 as in force, by Articles 8, 10 and 11(2) of

the Regulation on Statistical Obligations of the agencies of the Hellenic Statistical System and by Articles 10 and 15 of the Regulation on the Operation and Administration of ELSTAT.

More precisely:

ELSTAT disseminates the statistics in compliance with the statistical principles of the European Statistics Code of Practice and in particular with the principle of statistical confidentiality.

<http://www.statistics.gr/en/statistical-confidentiality?inheritRedirect=true>

7.2 Confidentiality - data treatment

- ELSTAT protects and does not disseminate data it has obtained or it has access to, which enable the direct or indirect identification of the statistical units that have provided them by the disclosure of individual information directly received for statistical purposes or indirectly supplied from administrative or other sources. ELSTAT takes all appropriate preventive measures so as to render impossible the identification of individual statistical units by technical or other means that might reasonably be used by a third party. Statistical data that could potentially enable the identification of the statistical unit are disseminated by ELSTAT if and only if:
 - a) these data have been treated, as it is specifically set out in the Regulation on Statistical Obligations of the agencies of the Hellenic Statistical System (ELSS), in such a way that their dissemination does not prejudice statistical confidentiality or
 - b) the statistical unit has given its consent, without any reservations, for the disclosure of data.
- The confidential data that are transmitted by ELSS agencies to ELSTAT are used exclusively for statistical purposes and the only persons who have the right to have access to these data are the personnel engaged in this task and appointed by an act of the President of ELSTAT.
- ELSTAT may grant researchers conducting statistical analyses for scientific purposes access to data that enable the indirect identification of the statistical units concerned. The access is granted provided the following conditions are satisfied:
 - a) an appropriate request together with a detailed research proposal in conformity with current scientific standards have been submitted;
 - b) the research proposal indicates in sufficient detail the set of data to be accessed, the methods of analyzing them, and the time needed for the research;
 - c) a contract specifying the conditions for access, the obligations of the researchers, the measures for respecting the confidentiality of statistical data and the sanctions in case of breach of these obligations has been signed by the individual researcher, by his/her institution, or by the organization commissioning the research, as the case may be, and by ELSTAT.
- Issues referring to the observance of statistical confidentiality are examined by the Statistical Confidentiality Committee (SCC) operating in ELSTAT. The responsibilities of this Committee are to make recommendations to the President of ELSTAT on:
 - the level of detail at which statistical data can be disseminated, so as the identification, either directly or indirectly, of the surveyed statistical unit is not possible;
 - the anonymization criteria for the microdata provided to users;
 - the granting to researchers access to confidential data for scientific purposes.
- The staff of ELSTAT, under any employment status, as well as the temporary survey workers who are employed for the collection of statistical data in statistical surveys conducted by ELSTAT, who acquire access by any means to confidential data, are bound by the principle of confidentiality and must use these data exclusively for the statistical purposes of ELSTAT. After the termination of their term of office, they are not allowed to use these data for any purpose.
- Violation of data confidentiality and/or statistical confidentiality by any civil servant or employee of ELSTAT constitutes the disciplinary offence of violation of duty and may be punished with the

penalty of final dismissal.

- ELSTAT, by its decision, may impose a penalty amounting from ten thousand (10,000) up to two hundred thousand (200,000) Euros to anyone who violates the confidentiality of data and/or statistical confidentiality. The penalty is always imposed after the hearing of the defence of the person liable for the breach, depending on the gravity and the repercussions of the violation. Any relapse constitutes an aggravating factor for the assessment of the administrative sanction.

8. Release policy

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8.1 Release calendar

There is no specific release. The final annual results are published 15 months by the end of the reference year.

8.2 Release calendar access

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8.3 User access

The information is available concomitantly to all interested parties, with tables posted on the website of ELSTAT: <http://www.statistics.gr>, at the "Statistics > Population and Social Conditions> Civil Justice> Notarial acts" link

<http://www.statistics.gr/en/statistics/-/publication/SJU24/>

Equal access of users to data is governed by Eurostat's European Statistics Code of Practice, fully respecting professional independence, in an objective, professional and transparent manner in which all users are treated equally.

9. Frequency of dissemination

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Annually.

10. Accessibility and clarity

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10.1 News release

Ad hoc Press Releases are issued. The most recent Press Release "Activities of Notaries, 2004-2014" (in Greek and English) was published on 15.07.2016

<http://www.statistics.gr/en/statistics/-/publication/SJU24/2014>

10.2 Publications

A. "Statistical Yearbook of Greece" 1930-2009 -. Digitally available at the following link
http://dlib.statistics.gr/portal/page/portal/ESYE/categoryyears?p_cat=10007369&p_topic=10007369

B. "Concise Statistical Yearbook" 1962-2009 - Digitally available at the following link

http://dlib.statistics.gr/portal/page/portal/ESYE/categoryyears?p_cat=10007372&p_topic=10007372

C. "Justice Statistics" 1961-1996 (available only in Greek language) –

Digitally available at the following link

http://dlib.statistics.gr/portal/page/portal/ESYE/categoryyears?p_cat=10007927&p_topic=10007927

For more information on all the above publications, please contact:

Hellenic Statistical Authority
 Directorate of Statistical Information and Publications
 Piraeus 46 & Eponiton, AT 80847, PI 18510 Piraeus
 Tel. (+30) 213 1352313-5, 213 1352347-9, FAX: (+30) 213 1352819
 e-mail: library@statistics.gr, info@statistics.gr

10.3 On-line database

10.3.1 Data tables - consultations

The tables on Notaries' activities are available on the website of ELSTAT, as described in 8.3.

<http://www.statistics.gr/en/statistics/-/publication/SJU24/->

There is no on-line database that can be accessed.

10.3.1 Data tables - consultations

The total access to the survey on notaries' activities on the website of ELSTAT for the year 2019 amounts to 3,236 hits.

10.4 Micro-data access

Survey micro data are made available in accordance with ELSTAT's procedure ensuring data confidentiality (Chapter 8) http://www.statistics.gr/en/scientific_provision_data

10.5 Other

Tailor made data can be provided to users after a relevant request, following the procedure described on the website of ELSTAT:

<http://www.statistics.gr/el/statistics/-/publication/SJU24/->

<http://www.statistics.gr/el/provision-of-statistical-data>

<http://www.statistics.gr/el/tailor-made-products>

<http://dlib.statistics.gr/portal/page/portal/ESYE/>

10.5.1 Metadata – consultations

See par. 10.3.1

10.6 Documentation on methodology

Not compiled.

10.6.1 Metadata completeness – rate

Metadata is complete (number of metadata provided / number of metadata applied).

10.7 Quality documentation

Not compiled.

11. Quality management

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11.1 Quality assurance

Quality controls are carried out throughout the process, from the data collection phase to the presentation of the results.

Checks refer to the coverage i.e. whether questionnaires have been collected from all the administrative sources of the Country, as well as whether all the variables of the questionnaires have been correctly filled

in. If any such omissions are detected, reminders (by letters or by telephone) are made to the surveyed units and the corresponding additions or corrections are made.

Experienced staff is involved in the successive phases of the survey, such as collection, editing and coding, data entry, verification, tabulation of the data and final checks of the tables. This enables staff to have a global and longitudinal picture of the surveyed units.

The data is validated, through logical checks, in order to detect significant inconsistencies and eventually correct any possible errors. If there are large inconsistencies in the number of decisions issued compared with the previous years, further investigation is carried out in conjunction with the administrative sources to confirm that this is a mistake or that real inconsistencies do exist.

11.2 Quality assessment

The quality of the data obtained is considered satisfactory, taking into account the checks, cross-checks and comparisons carried out at each stage, where any identified errors are corrected and the necessary adjustments are made.

12. Relevance

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12.1 User needs

The most important users of the data are:

- Ministry of Justice
- Bank of Greece
- Universities and researchers
- Media, Journalists

12.2 User satisfaction

The Statistical Data Dissemination Section conducts a survey on users' satisfaction.

<http://www.statistics.gr/en/user-satisfaction-survey>

12.3 Data completeness

The completeness of data and the level of breakdown are considered satisfactory.

13. Accuracy and reliability

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13.1 Overall accuracy

It is a census survey; therefore any non-sampling errors (non-response or processing) are detected by means of appropriate checks and in collaboration with administrative sources are corrected. This results to the production of high precision data.

13.2 Sampling error

No sampling error. The survey is a census survey based on the collection of administrative data.

13.3 Non-sampling error

a. Unit non response:

Any non-response errors due to the non-response of some administrative sources are treated with reminders (by letters or by telephone) in order to achieve maximum coverage.

b. Item non-response:

Any non-response errors due to the erroneous or incomplete filling in of some variables are treated by contacting the relevant administrative sources in order to complete or correct the data.

13.3.1 Coverage error

The completeness checks on the collected questionnaires are carried out during the collection stage through the updated Registers of the local Notary Associations that supervise the surveyed units. The Registers are updated annually, following direct contact with the relevant Associations.

The coverage rate is estimated at approximately 95%. In order to eliminate any errors, reminders are made at regular intervals (via letters, emails and if necessary by telephone).

13.3.1.1 Over-coverage – rate

Not observed.

13.3.1.2 Common units – proportion

Not applicable.

13.3.2 Measurement error

During data collection, no measurement errors are observed.

13.3.3 Processing error

Quality controls are carried out throughout the production process of the statistical product, from the data collection stage to the compilation of the tables. More specifically, during the processing stage and in collaboration with the IT Division, the required logical - electronic checks are carried out in order to avoid any errors in the processing of the micro data.

13.3.4 Model assumption error

Not applicable.

14. Timeliness and punctuality

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14.1 Timeliness

Data are available 15 months after the end of the reference period.

14.2 Punctuality

Any delays are due to the delayed response of the administrative sources and/or due to the workload of ELSTAT's competent Section.

15. Coherence and comparability

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15.1 Comparability - geographical

The definitions and units of measure that are used do not rely on agreements between EU Member States and Eurostat, yet they are common with the definitions and units of measure used by the administrative sources of Greece.

The data are produced at the level of judicial districts (Courts of First Instance / Courts of Appeal), since the office of the notary is linked to the District of the Court of justice. More precisely, at least one notary office is established by Presidential Decree in the headquarters of each Magistrate Court .

15.1.1 Asymmetry for mirror flows statistics – coefficient

Not applicable.

15.2 Comparability over time

Comparability over time is ensured by the common methodology used for collecting and processing the data over time. Major changes in the survey questionnaires over the last few years:

- In 2005, the stamp duties on copies and certificates were abolished.
- In 2018, the questionnaire was updated with the inclusion of additional deeds and the abolition of protests as a separate object.

15.3 Coherence cross-domain

15.3.1 Coherence – sub annual and annual statistics

Not applicable, the survey is a yearly survey.

15.3.2 Coherence – National Accounts

Not applicable.

15.4 Coherence - internal

There are no significant differences between the common variables of the survey and those of other surveys.

16. Cost and burden

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It has not been accurately estimated. However, the required data are kept in the notaries' records and, therefore, there is no particular administrative burden.

17. Data revision

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17.1 Revision policy

Any revisions, if necessary, are in accordance with the revision policy of ELSTAT, available at the following link:

<http://www.statistics.gr/documents/20181/a49dca9a-dacf-4b52-b5df-b156216cb354>

17.2 Revision practice

The data produced is final. Any updates of the questionnaire aiming at responding to users' needs are communicated to users through the survey metadata.

18. Statistical processing

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18.1 Source data

The source data derive from administrative sources. i.e. the Notaries of the country.

18.2 Frequency of data collection

The data collection is carried out on an annual basis, during the first semester of the year following the end of the reference year.

18.3 Data collection

The data requested are transmitted to the Justice Statistics Section of ELSTAT by the Notaries, through

ELSTAT's standardised statistical table (questionnaire).

18.4 Data validation

Validation of data is carried out by means of qualitative and quantitative controls based on:

1. Cross-checking of the raw data with the corresponding data of the previous year.
2. Comparisons of the basic data of the survey with corresponding data from other statistical sources.

18.5 Data compilation

Once collected, the data are edited, coded, entered electronically in a data base, verified - validated and tabulated and finally they are published.

No imputation, weighting, adjustment for non-response, calibration or models are applied.

18.5.1 Imputation – rate

Not applicable.

18.6 Adjustment

Not applicable.

18.6.1 Seasonal adjustment

Not applicable.

19. Comment

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