

## **PRIVACY POLICY**

The law firm Maurides Ribeiro & Heitor Chagas Sociedade de Advogados, established at Avenida Francisco Glicério, 14th floor, Downtown Campinas, honoring its commitment to its clients, employees and third parties, is fully aware of the importance of the necessary care of personal and sensitive data processed at the firm.

### **Necessary definitions**

For a better understanding of this Privacy Policy, we list some important concepts set out in Law nº 13.709/2018 (LGPD):

<b>Term</b>	<b>Explanation</b>
<b>Treatment</b>	How we can use your data, including, but not limited to, the following activities: collection, storage, consultation, use, sharing, transmission, classification, reproduction, deletion and evaluation.
<b>Personal Data</b>	Information relating to a real person and which is capable of identifying that person or making identification possible.
<b>Anonymization</b>	Process by which data loses the possibility of direct or indirect association with an individual, taking into account reasonable technical means available at the time of processing.
<b>Owner</b>	Real person to whom the personal data refers to.

<b>User</b>	Properly registered platform user.
<b>Controller</b>	A person or legal entity, whether governed by public or private law, who is responsible for decisions relating to the processing of personal data.

**Ways of collecting personal data**

The collection of personal data by Maurides Ribeiro & Heitor Chagas Sociedade de Advogados takes place through e-mails, phone calls and physical deliveries.

The personal data in question is from all possible data owners, i.e., employees, job applicants, partners, associates, trainees, clients and prospects.

**Purpose of collecting personal data**

As we are dealing with different types of data owners, as already mentioned, the purpose of data processing is also different. Below we have drawn up a table to better explain the personal data collected and their respective objectives:

<b>Category of Personal Data Owners</b>	<b>Personal Data Treated</b>	<b>Purpose of Treatment</b>
Candidates	Name, e-mail address, address, date of birth, educational data and professional experience.	Necessary for the selection of candidate(s) for post(s) to be filled.
Employees, Associates, Interns	Name, e-mail address, address, personal documents, bank details, telephone number, date of	They are needed to comply with legal obligations and to be contacted in urgent and emergency cases.

	birth, education and professional experience details, contact telephone number of partner, spouse and family members.	
Third Parties and Service Providers	Full name, identification documents and bank details.	They are needed to identify people when they enter the office (for security reasons) and to comply with legal obligations.
Clients	Full name, identification documents, address, and sensitive data (where necessary).	They are necessary for the investigation and defense of the case.
Site Users	Full name, e-mail, telephone number.	They are necessary for the office for contact.

**Personal data storage**

Personal data storage occurs in the following locations:

- Corporate e-mail;
- LegalOne;
- VBOX;
- Share Point;
- Site;
- Physical Folders

It's worth pointing out that all of the personal data storage locations follow the minimum rules of information security determined by the National Authority for Data Protection (ANPD).

**Personal data sharing**

The aforementioned personal data is shared according to the need for its use. We have drawn up the following table to give you a better idea of how this data is shared:

<b>Category of Personal Data Owners</b>	<b>Personal Data Treated</b>	<b>Sharing</b>
Candidates	Name, e-mail address, date of birth, educational and professional experience.	There's no sharing.
Employees, Associates, Interns	Name, e-mail address, address, personal documents, bank details, telephone number, date of birth, educational and professional experience details, and contact telephone number of partner, spouse, and family members.	They are needed to comply with legal obligations and to be contacted in urgent and emergency cases.
Third Parties and Service Providers	Full name, identification documents, and bank information.	They are necessary for the investigation and defense of the case.

Clients	Full name, identification documents, address, and sensitive data (where necessary).	They are necessary for the investigation and defense of the case.
Site Users	Full name, e-mail, telephone number.	They are necessary for the office to contact you.

**Personal data elimination**

We are legally required to retain the owners’ data for legal interest while they are our client, user, employee, associate, trainee and third-party contractor or to maintain the Platform performance. At your request, we will delete your personal data so that it does not and cannot identify you, unless it is legally permitted or mandatory to keep such data (by legal obligation or in the legitimate interest of the firm, such as for the preservation of fraud or user security).

**Personal Data Owners’ Rights**

In addition to the clarifications made in this Policy, it is important that data owners clearly understand their rights under Law No. 13,709/18, which are:

Owners’ Rights	Explanation
Confirmation and Access	The data owner can ask the office to confirm whether their personal data is being processed so that, if so, the data owner can access it, including by requesting copies of the records we have on them.
Correction	The data owner can request that their data be corrected if it is incomplete, inaccurate or out of date.

Anonymization, block or elimination	The data owner can request (a) the anonymization of their personal data, so that it can no longer be linked to them and therefore ceases to be Personal Data; (b) the blocking of their personal data, temporarily suspending the possibility of processing it for certain purposes; and (c) the deletion of their data, in which case all their personal data will be deleted without the possibility of reversal.
Portability	The data owner may request that the firm provide their personal data in a structured and interoperable format to transfer it to a third party, provided that such transfer does not violate the firm's intellectual property or business secrets.
Information about sharing	The data owner has the right to know which public and private entities the firm shares their personal data with. In item 3 of this Policy, is an indication of our relationships with third parties that may involve the sharing of personal data. In any case, if you have questions or want more details, the data owner has the right to ask us for this information. Depending on the case, we may

	limit the information provided to the data owner if its disclosure could violate the intellectual property or trade secrets of the firm.
Information about the possibility of non-consent	The data owner has the right to receive clear and complete information about the possibility and consequences of not providing consent when it is requested by the firm. Your consent, when required, must be free and informed. Therefore, whenever we ask for consent, the data owner is free to deny it - in such cases, it is possible that some services cannot be provided.
Consent revocation	If the data owner has a purpose for consenting to process their personal data, they can always choose to withdraw their consent. However, this will not affect the lawfulness of any processing carried out before the withdrawal. If the data owner withdraws their consent, we may be unable to provide you with certain services, but we will let you know when this occurs.
	The law authorizes the processing of personal data even without the consent of the data owner, or a contract with us. In these situations, we will

Opposition	only process the data owner's Personal Data if we have legitimate reasons to do so, such as when it is necessary to ensure the safety of our employees. If the data owner does not agree with any of the purposes for which their personal data is processed, they may object by, requesting its interruption.
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For the security of the data owner requesting any of the rights mentioned above, whenever a request is sent to the office, the office may ask for some additional information and/or documents so that we can prove the respective identity. The aim is to prevent fraud and possible data leaks in this process.

In addition, Maurides Ribeiro & Heitor Chagas Sociedade de Advogados may not respond immediately to the request but undertakes to comply with the deadline set by law.

### **What are cookies and what are their functions on the website?**

Cookies are tools used on the website to collect data from users. They can be classified as "necessary" (without which it would not be possible to browse the site) and "not necessary" (their use is not independent of the operation of the site).

In our case, the necessary cookies are stored in your browser, as they are essential for the operation of the basic functionalities of the website.



In some special cases, non-necessary cookies are also used. These are provided by trusted third parties, such as Google Analytics, which is one of the most widespread and reliable analytics solutions on the web, helping us to understand how you use the site and how we can improve your experience. These cookies can track items such as how long you spend on the site and the pages you visit, so that we can continue to produce relevant content for customers.

In respect of the user's right to privacy, you can choose not to allow non-necessary cookies, bearing in mind that disabling some of these cookies may affect your browsing experience.

### **Information security**

Our responsibility is to look after the personal data of our clients, employees, associates, trainees and third-party contractors. We have therefore adopted the necessary security measures per the National Data Protection Authority.

### **Contacting the Data Protection Officer**

The Data Protection Officer is the person chosen by Maurides Ribeiro & Heitor Chagas Sociedade de Advogados to act as a channel of communication between the firm, data owners and the Portuguese Data Protection Authority. Any questions about the processing of personal data should be directed to the following e-mail address: [contato@mrhcadvogados.com.br](mailto:contato@mrhcadvogados.com.br).

### **Changes in the Privacy Policy**

As we are always seeking to improve our services and the way we work, this Privacy Policy may undergo periodic updates to reflect the improvements made. We therefore recommend that you constantly visit this page so that the data owner is aware of any changes made.

Last update: June 12, 2024.