**GRINBERG CORDOVIL** 

# **Privacy Policy**

**INTRODUCTION** 

The privacy policy of Grinberg Cordovil Advogados ("GCA"), law firm registered in the São Paulo section of the Brazilian Bar Association under n. 12235, was developed to reaffirm our commitment to the security and privacy of our users' information, in accordance with applicable legislation in Brazil, in particular Law 13.709/2018 (General Data Protection Regulation or "LGPD", its acronym in Portuguese).

PLEASE READ CAREFULLY OUR PRIVACY POLICY TO UNDERSTAND HOW WE OBTAIN, STORE, USE AND SHARE THE PERSONAL DATA PROVIDED BY USERS WHEN REGISTERING ON OUR WEBSITE.

## 1. PERSONAL DATA: WHAT WE COLLECT?

Only personal data provided voluntarily. GCA does not collect the user's personal data that allows their identification through the website. Neither does the site use cookies to collect personal or browsing information. The use of tools for the analysis of the website visitation is restricted to generic data and for purely statistical purposes regarding the use of the website.

GCA will collect and process only personal contact data provided voluntarily by the user (name, email and company) to receive our newsletters and institutional communications.

## 2. WHY DO WE USE THIS DATA?

Strictly for sending newsletters, institutional communications or invitations to events, from the email address registered by the user directly on our website. Under no circumstances will GCA commercialize or transfer this data to third parties so that they can use it for other purposes.

When you register on our website, your personal data (name, email and company) will be stored in a secure database, reserved and with restricted access to specific employees, who are required to maintain the confidentiality of the information held there and not misuse them. If GCA receives, by other means (such as by requesting directly from your contact email) other personal data or documents such as professional resumes for available job vacancies, these will be received by the personnel department for due processing and storage, and will be subject to the same confidentiality and security criteria. We will not keep such resumes for longer than is necessary to carry out the job selection for which they are intended and to complete the process, and subsequently these resumes will be eliminated from our systems.

## 3. WHAT ARE YOUR RIGHTS REGARDING YOUR DATA?

Access, correction and exclusion of data. Under the terms of art. 18 of the LGPD, the user may request access, rectification or exclusion of his personal data previously registered on the website, among other rights. In these cases, requests should be sent to the email address *privacidade@gcalaw.com.br*. Our goal is to respond within the shortest possible time.

If the registered user chooses to no longer receive our newsletters and newsletters, this request can also be made through the email *privacidade@gcalaw.com.br* or by clicking on the disqualification button indicated at the end of such communications.

GCA will use all reasonable efforts to respond to the request as soon as possible.

## 4. HOW DO WE PROTECT YOUR DATA?

GCA takes all reasonable precautions to protect the personal data of users of its website, applying appropriate security systems and technical and organizational procedures to maintain this protection.

## 5. WITH WHO DO WE SHARE YOUR DATA?

We may share your data with third parties, who follow our security and confidentiality standards so that it is possible to use this data for the purposes listed herein. Registered data can be stored on third party data storage systems.

In such cases, GCA is contractually bound to such third parties and requires third parties to employ security practices and systems designed to protect information security.

GCA does not sell its users' personal data to other agents.

GCA will also not reveal users' personal data, except to the extent necessary to achieve the purposes set out in item 2. above or, when such disclosure is required by law or by appropriate judicial measure, pursuant to art. 7, items I and II, of the LGPD.

#### 6. ALTERATION IN TERMS OF USE

GCA reserves the right to change all or part of this Policy. Please check this page periodically and note the date of its last update, at the beginning of this document.

#### **DOUBTS AND OTHER REQUESTS**

In case of doubts, complaints, suggestions or complaints about the processing of personal data, please contact us by e-mail to *privacidade@gcalaw.com.br* or by phone +55 (11) 3371 5050.