



PRIVACY POLICY

Welcome!

As a law firm providing legal services to our clients (the “Services”), **BAPTISTA LUZ ADVOGADOS** (or B/Luz”, “We”, the “Firm”), a legal entity with Corporate Taxpayer ID No 07.007.640/0001-72, we also allow parties visiting our website and other related webpages (the “Website”) to have access to several legal content and material, learn about upcoming events, and subscribe to our newsletter.

We are committed to respecting your privacy and protecting all personal information entrusted to us. This Privacy Policy (or “Policy”) is intended to summarize the firm’s data protection practices for collecting, using, sharing, and storing personal data.



If you have any questions or if you need to address any matter related to this Policy, please contact our privacy officer at: dpo@baptistaluz.com.br.

/ When does this Policy apply?

/ What is our processing purpose?

/ Website

/ Provision of Services

Recruitment process

Cookies

What is a cookie?

Why do we use cookies?

How can I exclude or block cookies?

Does B/Luz share Personal Data?

What rights do I have, as Data Subject?

For how long do we keep the Personal Data?

How does information security work at B/Luz?

Does B/Luz transfer Personal Data to third countries?

How can I contact B/Luz with regard to processing Personal Data?

Updates

1. When does this Policy apply?

This Policy applies to data processing activities carried out by B/Luz while it provides its Services and access to its Website. For clarification purposes, personal data is any information that can directly or indirectly identify an individual, such as the name, IP address, and email ("Personal Data").

2. What is our processing purpose?

The amount and type of information collected by B/Luz depends on the context of our relationship with the relevant person. We are transparent about our data practices, so we have listed below the different contexts for processing data, as well as the processing purposes:

2.1. Website

Purpose	Personal Data used
Registering Website access	Set of information about the time and date when our Website was accessed by a certain IP address
Generating statistical analysis ("analytics") regarding the use of our Website	Essential and Analytics Cookies
Newsletter subscription	Name, email, name of company, position
Event registration	Name, email. Other information may be requested depending on the event and platform used by B/Luz
Contact Form	Name, email, phone number, message

2.2. Provision of Services

In order to provide our Services, we may process Personal Data as deemed necessary and pursuant to the legal professional ethics and the attorney-client privilege.

When does this Policy apply?

What is our processing purpose?

Website

Provision of Services

/ Recruitment process

Cookies

What is a cookie?

Why do we use cookies?

How can I exclude or block cookies?

Does B/Luz share Personal Data?

What rights do I have, as Data Subject?

For how long do we keep the Personal Data?

How does information security work at B/Luz?

Does B/Luz transfer Personal Data to third countries?

How can I contact B/Luz with regard to processing Personal Data?

Updates

All Personal Data collected and used in our Services is directly provided by our clients or by third parties appointed by our clients. Thus, the usage purposes of such Personal Data is transparent and they may include:



Registration data, e.g., company name, job title;



Contact data, e.g., PO box address, email address, telephone number(s);



Financial data, e.g., bank name/number, branch, bank account;



Authentication data for digital signature validation in digital contracts;



Eventually, sensitive data, e.g., union membership, racial or ethnic origin, depending on the Service provided; and



Other Personal Data required for the provision of our Services.

Also, **we will process the client information and records as part of our process** to determine whether a conflict of interest exists and to comply with any other legal or regulatory obligation that the Firm may be subject to.

2.3. Recruitment process

In our recruitment process and to be able to select a job candidate for the Firm, **B/Luz collects Personal Data about the job candidates interested in participating in our recruitment processes.** Such information may include the resume, identification documents, academic report, professional background, and job references.

When does this Policy apply?

What is our processing purpose?

Website

Provision of Services

Recruitment process

/ Cookies

/ What is a cookie?

/ Why do we use cookies?

How can I exclude or block cookies?

Does B/Luz share Personal Data?

What rights do I have, as Data Subject?

For how long do we keep the Personal Data?

How does information security work at B/Luz?

Does B/Luz transfer Personal Data to third countries?

How can I contact B/Luz with regard to processing Personal Data?

Updates

Such Personal Data is only processed for the candidates' enrollment in our recruitment process and it will not be used for any other purpose.

3. Cookies

3.1. What is a cookie?

A cookie is a small data file stored in your browser or device.

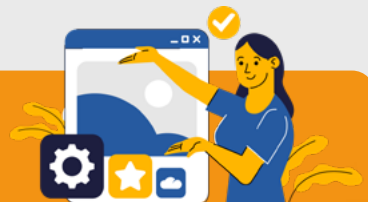
Cookies allow us to recognize your preferences, e.g., to adapt the Website and your browsing to your specific needs. Thus, these identifiers will store certain information about you and they will recognize your browser when you visit again our Website.

Cookies usually expire after a certain period of time. For example, certain cookies will automatically expire when your browser is closed (the "session cookies"), while others are stored for a longer period of time until they are manually deleted by the user (the "persistent cookies").

3.2. Why do we use cookies?

We use cookies for the following reasons:

For the Website operation.



Necessary cookies are fundamental for the correct operation of the Website. Without them, it is almost impossible to execute certain functionalities of the Website. These cookies are fundamental for our Website to work properly, so if you want to visit our Website, you should not refuse these cookies.

To assess the Website performance and for analytic purposes



We use cookies to understand how our products and services are used and, consequently, improve user's experience.

When does this
Policy apply?

What is our
processing
purpose?

Website

Provision of
Services

Recruitment
process

Cookies

What is a cookie?

Why do we use
cookies?

/ How can I
exclude or block
cookies?

Does B/Luz share
Personal Data?

What rights do
I have, as Data
Subject?

For how long
do we keep the
Personal Data?

How does
information
security work at
B/Luz?

Does B/Luz
transfer Personal
Data to third
countries?

How can I contact
B/Luz with regard
to processing
Personal Data?

Updates

To customize preferences and functionalities.



We use cookies to maximize your browsing experience and to allow the ample functionality of our products and services by storing some of your preferences.

To show customized content and advertising.



We use cookies and similar technologies to show customized content, and targeted marketing and advertising content, from information collected about your interaction with our products and services.

Social media plugins.



We use cookies and similar technologies to enable plugins from certain social networks when you choose to access our products and services through such networks.

3.3. How can I exclude or block cookies?

If you want to know what types of cookies are installed in your device or if you want to exclude or block them, you can use your browser settings to do so. You can learn more about managing your cookies preferences by clicking on the links below. For information about other browsers, please visit their developer's website.



[Firefox](#)



[Chrome](#)



[Safari](#)



[Microsoft Edge](#)

When does this Policy apply?

What is our processing purpose?

Website

Provision of Services

Recruitment process

Cookies

What is a cookie?

Why do we use cookies?

How can I exclude or block cookies?

/ Does B/Luz share Personal Data?

/ What rights do I have, as Data Subject?

For how long do we keep the Personal Data?

How does information security work at B/Luz?

Does B/Luz transfer Personal Data to third countries?

How can I contact B/Luz with regard to processing Personal Data?

Updates

Remember that **cookies allow us to provide you with a better browsing experience**, so if you block cookies, certain functionalities and webpages may not run properly.

4. Does B/Luz share Personal Data?

B/Luz may share Personal Data with the following categories of companies:

Business partners and suppliers:

We may share Personal Data about Website users with our business partners and/or suppliers which are only allowed to use such Personal Data for the specific and agreed purposes. Therefore, they will not use your Personal Data for purposes other than those specified under the relevant agreements.

Below, you can find examples of our current business partners with whom we may share Personal Data:

Business Partner	Description Of The Service
Google Analytics https://analytics.google.com/br	Obtain statistical information about how our Website is used.
RD Station https://www.rdstation.com/br	Obtain statistical information about how our Website is used, and tools to send emails.

To safeguard and protect our rights:

B/Luz reserves the right to access, read, keep and provide any Personal Data and information, including your interactions, if they are required under the applicable laws or by court order; to enforce or demand other covenants and/or agreements; or to protect the rights, assets and safety of B/Luz, our staff and clients.

5. What rights do I have, as Data Subject?

The Brazilian General Data Protection Law **provides for certain rights relating to privacy and data protection**. We want

When does this Policy apply?

What is our processing purpose?

Website

Provision of Services

Recruitment process

Cookies

What is a cookie?

Why do we use cookies?

How can I exclude or block cookies?

Does B/Luz share Personal Data?

What rights do I have, as Data Subject?

For how long do we keep the Personal Data?

How does information security work at B/Luz?

Does B/Luz transfer Personal Data to third countries?

How can I contact B/Luz with regard to processing Personal Data?

Updates

everyone to have access and know their Data Processing rights, which are:

Right	justification
Confirm whether your Personal Data is being processed	This right allows you to request and confirm the processing of your Personal Data.
Access your Personal Data	This right allows you to request and receive a copy of your Personal Data processed by B/Luz.
Correct incomplete, inaccurate or outdated Data	This right allows you to request the correction of any incorrect Personal Data.
Anonymize, block or delete any unnecessary, excessive or improperly processed Data	This right allows you to request the anonymization, blocking or deletion of your Personal Data from our database. Your Personal Data may be anonymized, blocked or deleted from our servers upon your request or if they are no longer necessary or relevant for the provision of our products and Services, except if there is another basis for keeping them, such as to comply with a legal obligation or to protect B/Luz' and third parties' rights.
Data portability	B/Luz allows you, or any third-party appointed by you, to access your Personal Data processed by B/Luz in a structured and interoperable format, providing it does not violate our intellectual property and our trade secrets.
Refuse to give/ revoke consent	You have the right to refuse or revoke your consent; however, it will not affect the lawfulness of the previous processing activities.

When does this Policy apply?

What is our processing purpose?

Website

Provision of Services

Recruitment process

Cookies

What is a cookie?

Why do we use cookies?

How can I exclude or block cookies?

Does B/Luz share Personal Data?

What rights do I have, as Data Subject?

/ For how long do we keep the Personal Data?

/ How does information security work at B/Luz?

Does B/Luz transfer Personal Data to third countries?

How can I contact B/Luz with regard to processing Personal Data?

Updates

Right

justification

Object to certain Data processing activities

You also have the right to object to certain data processing purposes. In some cases, B/Luz may demonstrate that it has a legal basis to carry out the processing activities, either directly or via its business partners, which can override such objection, such as, for example, if the Personal Data is strictly necessary for B/Luz to be able to provide the Services.

If you have any questions or if you want to exercise these rights at any time, please contact our privacy officer at: dpo@baptistaluz.com.br.

6. For how long do we keep the Personal Data?

We only **keep the Personal Data** for the **necessary time** to fulfill the **purposes for which they were collected**, including to comply with our legal, contractual, and accountability obligations, or as required by the competent authorities.

All Personal Data collected by B/Luz will be deleted from our servers upon the Data Subject's request or when they are no longer necessary or relevant for the provision of our products and Services, **unless there is any other reason to keep them**, such as to comply with a data retention obligation, as provided for in the applicable laws, or if we need to keep them to protect our rights.

To determine the adequate Data retention time, we consider the volume, the nature and the sensitivity of the Personal Data, the processing purpose, and applicable legal provisions.

7. How does information security work at B/Luz?

B/Luz takes all technical and organizational measures to protect the Personal Data against any loss, unauthorized use or any other misuse. **The Personal Data is stored in a secured operating environment, and not publicly accessible.**

We endeavor our best efforts to protect the privacy of our clients, the Website users and the Personal Data stored by B/Luz, but unfortunately we cannot guarantee 100% protection.

When does this
Policy apply?

What is our
processing
purpose?

Website

Provision of
Services

Recruitment
process

Cookies

What is a cookie?

Why do we use
cookies?

How can I
exclude or block
cookies?

Does B/Luz share
Personal Data?

What rights do
I have, as Data
Subject?

For how long
do we keep the
Personal Data?

How does
information
security work at
B/Luz?

/ Does B/
Luz transfer
Personal
Data to third
countries?

/ How can I
contact B/Luz
with regard
to processing
Personal Data?

/ Updates

Unauthorized use of accounts, **failures in hardware or software and other factors may compromise the security of your Personal Data at any time.** Therefore, it is important that you help us maintain a safe environment for everyone! Besides adopting good security practices for your Personal Data, if you identify or become aware of anything that may compromise the security of any personal data, please contact our privacy officer at: dpo@baptistaluz.com.br.

8. Does B/Luz transfer Personal Data to third countries?

B/Luz may transfer Personal Data collected in Brazil to third countries depending on the client's location. Also, B/Luz uses third-party services which may transfer Personal Data to the United States. In each case, B/Luz hires third-parties services seeking to adopt adequate privacy and Data protection standards.

9. How can I contact B/Luz with regard to processing Personal Data?

If you believe that your Personal Data **was used in disagreement with this Privacy Policy** or your selected choices as Data Subject, or if you have any other questions, comments or suggestions related to this Policy, please contact our privacy team at: dpo@baptistaluz.com.br.

10. Updates

B/Luz is always seeking to improve its processes, so this Privacy Policy may be updated. We recommend that you to check this webpage regularly to see the latest modifications. If we make relevant changes, we will let you know of their content.

Last updated: January 20, 2022