

# PRIVACY POLICY

ALBUQUERQUE **MELO**  
ADVOGADOS

## PRIVACY POLICY

### 1. Introduction:

As a law firm dedicated to delivering our services in accordance with the highest ethical standards, Albuquerque Melo Advogados ("Amelo") present to you our Privacy Policy.

That is the reason why in order to maintain the excellent work it is vital to do so with inviolability of important standarts:



**Security**



**Ethics**



**Transparency**



**Efficiency**

We cherish for the participation of the user and in order to facilitate it we present our Privacy Policy for you to be aware of how and for what purpose your Personal Data may be collected by Amelo.

This document serves as a transparent guide, elucidating the precise methods by which your personal data is collected and processed, consistently aligning with the stipulations outlined in the Applicable Data Protection Legislation. It is crucial to interpret the Privacy Policy in conjunction with any accompanying document, contract, or privacy clause, as applicable.

### 2. About Us:

Founded in 2012, our firm stands as a beacon of legal excellence, dedicated to providing innovative and successful solutions across a spectrum of services.



Our team of lawyers and consultants work harmoniously in all areas of law. Their unwavering commitment and personalized approach ensure comprehensive legal assistance to clients, both domestic and international, utilizing our network of offices and strategic partners in Brazil and abroad.

At our firm, synergy and collaboration define our approach. Our multidisciplinary teams and lawyers engage in active knowledge exchange and draw from their collective experience. This collaborative spirit fosters an environment where expertise converges, enabling us to tailor optimal solutions and achieve outstanding results for our clients.

### 3. Definitions Used in this Privacy Policy:



**Applicable Data Protection Legislation:** Brazilian General Personal Data Protection Law No. 13,709/2018 (Lei Geral de Proteção de Dados – LGPD) as amended from time to time, as well as the Internet Civil Framework No. 12,965/2014, Decree No. 8771/2016, the Brazilian Federal Constitution, the Brazilian Civil Code, the Brazilian Penal Code, the Brazilian Consumer Protection Code, Decree No. 7963/2013 and any other applicable laws and regulations with respect to Data Processing and privacy and, if applicable, all guidelines and codes of practice issued by the National Data Protection Authority (Autoridade Nacional de Proteção de Dados – ANPD), or any other relevant Personal Data protection or supervising authority.



**Controller:** the person in charge of the Personal Data Processing, who is responsible for the decisions related to Processing.



**Data or Personal Data:** any information related to an identified or identifiable natural person.



**Processing or Data Processing:** any operation carried out with Personal Data, such as those relating to collection, production, reception, classification, use, access, reproduction, transmission, distribution, processing, archiving, storage, elimination, evaluation or control of information, modification, communication, transfer, diffusion or extraction.



**Services:** any product or service offered by our law firm, whether through the Website or contracts with clients, Users, partners and any other interested parties.



**User:** anyone who interacts with Albuquerque Melo Advogados in situations in which they make their Personal Data available.

## 4. Personal Data We Collect, Store and Process:

Amelo diligently collects Personal Data through various channels, such as online forms or physical submissions. This process encompasses activities like event registrations, job applications, and inquiries made through our website's 'contact' form.

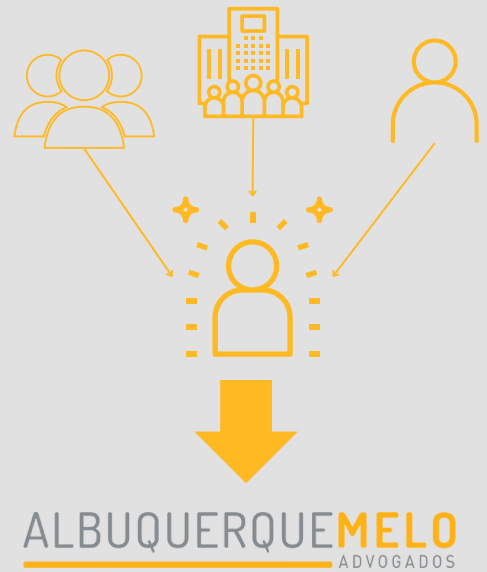
We assure you that the information gathered is used exclusively for the intended purposes. Your privacy and data security are a priority, and will be handled strictly to all applicable data protection laws.

By entrusting us with your information, you enable us to enhance our services and provide tailored assistance. We are committed to transparent communication, valuing your trust and privacy above all else.

Please find below further information on our processing activities:

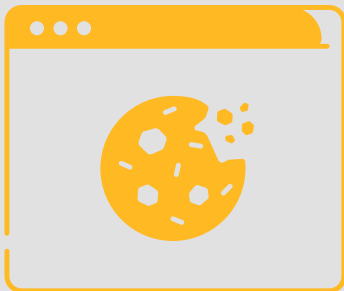
- Amelo collects information from its clients, as well as from individuals or companies associated with the client or those who maintain a direct relationship with Amelo. Our goal is to provide access to our services based on the data provided by you. Therefore, we will use your information for legal services, administrative activities, relationship management, and client engagement.

- Amelo collects information from visitors to our website to enhance the online experience. Our aim is to facilitate contact in case you need assistance while navigating our website or using our services. We are committed to ensuring the security of your data, preventing fraud, unauthorized access, and any improper or unlawful use of the provided information. Furthermore, we strive to provide a more personalized experience in the future by understanding and remembering your specific browsing preferences. We may also use your personal data for analyses, such as identifying trends, sales information, marketing effectiveness (including click and open rates), and evaluating the progress of our services.
- Amelo collects information from job applicants. Our goal is to facilitate contact to inform you about job opportunities that might be of interest. We will send job offers and invite you for interviews. Additionally, we will store your resume in our database for future opportunities, enabling you to receive alerts about positions that match your interests.
- We also collect information from employees, partners, visitors to Amelo's headquarters, suppliers, among others.



## 5. Cookies:

We use cookies on our website.



Cookies are simple text files, sent by the website to the browser the first time you visit it. On your next access, the browser resends the Data to the website so that your information is automatically configured. That's why you don't need to enter your email and password every time you log into a social network, for example.

Most browsers are set to automatically accept cookies, although you can set your browser to refuse all cookies, or to indicate when a cookie will be sent.

The website uses "persistent cookies", that are not deleted when you leave our website and help us to recognize you when you return, and "session cookies", that are deleted when you leave our website.

You can disable cookies at any time through your browser's configuration options.

## What are Cookies?

## 6. Who is Responsible for the Data Collected?

**Amelo** is responsible for **Processing the Personal Data** of its **Users**.

Amelo, acting as the controlling agent, will be responsible for making decisions regarding the personal data processed within the framework of the established relationship with you.



When serving as the operating agent, Amelo will process the personal data received from the contracting party to fulfill the obligations outlined in the contract. The use of personal data will be limited to what is strictly necessary and appropriate to achieve the intended purpose.



## 7. How Your Personal Data is Used:

Amelo may process Personal Data collected due to the use of our website and in cases where there is a legal authorization basis as provided for in the Brazilian General Personal Data Protection Law (LGPD), for the regular exercise of rights in legal proceedings, administrative or arbitration, as well as for satisfaction surveys to improve our services, among others.

### Situations your personal information may be used:



- Provision of any service you request from us;



- Improvement of internal processes by measuring client reviews;



- To help us better understand your needs and expectations and improve our Services;



- Provision of information related to Services provided, courses offered, as well as institutional communications.



- Compliance with any legal and/or regulatory obligations that require the provision of Personal Data;



- Regular exercise of our rights or the rights of third parties in any judicial and/or administrative proceedings, including the rights of our clients to exercise their rights towards third parties;



- Hiring professionals;



- Marketing;



- Compliance with a legal or regulatory requirement;



- To prevent fraud; and



- Among other situations.

## 8. Sharing of Personal Data:

There is Personal Data that will need to be shared, like in situations that we are obliged to do so based on any legal provisions or due to any administrative, arbitration or judicial order. In the cases where there is no legal basis for doing so, the User will always be informed in advance for authorization.



In this cases, your data will be shared onl after your authorization.

Amelo emphasizes that the Personal Data collected by us may be transferred, processed, stored and used outside Brazil. Please note that we only transfer Personal Data when necessary to achieve the purposes stated in this Privacy Policy, and we transfer your Personal Data abroad in a secure and legal way.

In most cases, the transfer will be made to countries or international organizations that provide an adequate level of Personal Data protection compatible with that established in the Applicable Data Protection Legislation. As some countries may not have adequate legislation regulating Personal Data protection, we take measures to ensure that third parties comply with the commitments set out in this Privacy Policy. These measures may include analyzing the privacy and security rules of third parties and/or entering into appropriate contracts, with specific clauses on the processing of Personal Data.

As one of our core standarts, **security** will always be the first matter of analysis when sharing your data.



**Security**

It's important to note that Amelo utilizes cloud systems, which may involve the transfer of Personal Data outside of Brazil. To ensure that your Personal Data is processed solely for the mentioned purposes, we have implemented security measures and safeguards, including specific clauses, standard clauses, and compliance with global corporate standards.

## 9. How do we Store and Protect Your Personal Data:

We store your Personal Data in a secure cloud system and employ the best technical and administrative practices to safeguard them against unauthorized access, destruction, loss, alteration, or improper or unlawful disclosure.











The Personal Data is kept for the period strictly necessary for each of the purposes described above and/or in accordance with current legal deadlines in force. In the event of pending litigation, the Data may be kept until the decision becomes final.

We acknowledge that no platform is entirely fail-proof. If you have any concerns or suspect that your Personal Data might be at risk, such as unauthorized access by third parties, please contact us immediately.

It is important to note that, when browsing online, it is not possible to completely eliminate the risk of unauthorized access and use of your Personal Data, so **the user must also take appropriate security measures when browsing in the website.**

## 10. What are My Rights as a Holder of Personal Data?

The holder of Personal Data has the right to obtain from the Controller, in relation to the holder's Data Processed by him, at any time and upon request:

-  • Confirmation regarding the existence of Processing of Personal Data and obtaining, at any time, access to your Data;
-  • Information regarding Data sharing;
-  • Access the Personal Data we have about you, or, in some cases, to receive a copy of such Data in electronic format;
-  • Correction of incomplete, inaccurate or outdated Data;
-  • Request the anonymization, blocking or deletion of unnecessary, excessive or processed Data that does not comply with the Brazilian General Personal Data Protection Law – LGPD;
-  • Data portability, to another service provider, upon your request;
-  • Revocation of consent, pursuant to the Brazilian General Personal Data Protection Law – LGPD; and
-  • Complaint against our Data protection and privacy practices. Please do not hesitate to contact us using the information below before making any complaints to the relevant Data protection authority, the National Data Protection Authority (Autoridade Nacional de Proteção de Dados – ANPD).

## 11. How Can I Exercise my Rights?

You can exercise the rights mentioned in the previous topic by sending a message to the email address [privacidade@amelo.com.br](mailto:privacidade@amelo.com.br).

## 12. Complaints and Questions:

If you have any questions related to the processing of your Personal Data and the rights granted to you by Applicable Data Protection Legislation, and, in particular, referred to in this Privacy Policy, you can contact us via our website, in the section “Contact Us”.