#### **PRIVACY POLICY**

This website is maintained and operated by Advocacia Dias de Souza.

We collect and use some personal data that belongs to those who use our website. In doing so, we act as the controller of such data and are subject to the provisions of Federal Law no. 13,709 / 2018 (General Law on Protection of Personal Data - LGPD).

We take care of the protection of your personal data and, therefore, we provide this privacy policy, which contains important information about:

- Who should use our website
- What data we collect and what we do with it:
- Your rights in relation to your personal data; and
- How to contact us.

#### 1. Data we collect and reasons for collection

Our website collects and uses some personal data from our users, in accordance with the provisions of this section.

## 1. Personal data provided expressly by the user

We collect the following personal data that our users expressly provide to us when using our website:

Name, e-mail, company, telephone, state, country, sector.

The collection of this data occurs at the following times:

When the user uses the contact form, the work with us form and News letter subscription form.

The data provided by our users is collected for the following purposes:

So that the user can have feedback from our contact and services.

#### 2. Sensitive data

Sensitive data from our users will not be collected, thus understood those defined in arts. 11 et seq. Of the Personal Data Protection Law. Thus, there will be no data collection on racial or ethnic origin, religious belief, political opinion, union membership or organization of a religious, philosophical character or political,

data related to health or sexual life, genetic or biometric data, when linked to a natural person.

#### 3. Cookies

Cookies are small text files automatically downloaded to your device when you access and browse a website. They basically serve to identify devices, activities and user preferences.

Cookies do not allow any files or information to be extracted from the user's hard drive, and it is not yet possible to access personal information that has not come from the user or the way he uses the website's resources. .

#### a. The site cookies

Site cookies are those sent to the user's and administrator's computer or device exclusively by the site.

The information collected through these cookies is used to improve and personalize the user experience, and some cookies can, for example, be used to remember the user's preferences and choices, as well as to offer personalized content.

# b. Cookie management

The user may object to the use of cookies by the website, simply by deactivating them when he starts using the service, following the following instructions:

As soon as you enter the site, the user will have the option to block or allow the use of cookies, simply by selecting the corresponding option in the dialog box (popup) automatically loaded as soon as our page is accessed.

When disabling cookies, it is important to keep in mind that the user experience may be impaired, since information used to personalize it will no longer be used.

## 4. Collection of data not expressly provided

Eventually, other types of data not expressly provided for in this Privacy Policy may be collected, provided that they are provided with the user's consent, or that the collection is permitted on a legal basis.

In any case, the data collection and the resulting processing activities will be informed to the users of the website.

## 2. Sharing personal data with third parties

We do not share personal data of users of our website with third parties. In spite of this, it is possible that we do so to comply with some legal or regulatory determination, or, still, to comply with some order issued by public authority.

# 3. How long will your personal data be stored

The personal data collected by the website are stored and used for a period of time that corresponds to what is necessary to achieve the purposes listed in this document and that considers the rights of its owners, the rights of the website controller and the applicable legal or regulatory provisions.

Once the periods for storing personal data have expired, they are removed from our databases or anonymized, except in cases where there is the possibility or the need for storage due to legal or regulatory provision.

# 4. Legal bases for the processing of personal data

A legal basis for the processing of personal data is nothing more than a legal basis, provided for by law, that justifies it. Thus, each operation of processing personal data must have a corresponding legal basis.

We treat our users' personal data in the following cases:

- with the consent of the holder of personal data; and
- for compliance with legal or regulatory obligations by the controller.

#### 1. Consent

Certain operations for the processing of personal data carried out on our website will depend on the user's prior agreement, who must express it in a free, informed and unambiguous manner.

The user may revoke his consent at any time and, if there is no legal hypothesis that allows or requires the storage of data, the data provided by consent will be deleted.

In addition, if desired, the user may not agree to any operation of processing personal data based on consent. In these cases, however, it is possible that you will not be able to use any functionality of the website that depends on that operation. The consequences of a lack of consent for a specific activity are reported prior to treatment.

## 2. Compliance with legal or regulatory obligation by the controller

Some operations of processing personal data, especially data storage, will be carried out so that we can comply with obligations provided for by law or other normative provisions applicable to our activities.

# 5. User rights

The user of the website has the following rights, conferred by the Personal Data Protection Law:

- confirmation of the existence of treatment;
- access to data;
- correction of incomplete, inaccurate or outdated data;
- anonymization, blocking or elimination of unnecessary, excessive or treated data that does not comply with the provisions of the law;
- data portability to another service or product provider, upon express request, in accordance with the regulations of the national authority, subject to commercial and industrial secrets;
- elimination of personal data processed with the consent of the holder, except in cases provided for by law;
- information from public and private entities with which the controller made shared use of data;
- information about the possibility of not giving consent and about the consequences of the refusal;
- revocation of consent.

We emphasize that, under the terms of the LGPD, there is no right to delete data processed on the basis of legal bases other than consent, unless the data is unnecessary, excessive or treated in non-compliance with the law.

# 1. How can the holder exercise his rights

In order to ensure that the user who intends to exercise his rights is, in fact, the holder of the personal data object of the request, we may request documents or other information that may assist in their correct identification, in order to safeguard our rights and the rights of third parties. This will only be done, however, if absolutely necessary, and the applicant will receive all relevant information.

## 6. Security measures in the processing of personal data

We employ technical and organizational measures to protect personal data from unauthorized access and situations of destruction, loss, loss or alteration of that data.

The measures we use take into account the nature of the data, the context and purpose of the treatment, the risks that a possible breach would generate for

user rights and freedoms, and the standards currently employed in the market by companies similar to ours.

Among the security measures adopted by us, we highlight the following:

Restrictions on access to databases and monitoring of physical access to servers.

Even if all the appropriate measures are taken in order to avoid security incidents, it is possible that there may be a problem motivated exclusively by a third party as in the case of hacker or cracker attacks or, even in the case of the user's exclusive fault, which occurs, for example, when he himself transfers his data to a third party. Thus, although we are generally responsible for the personal data we process, we disclaim liability in the event of an exceptional situation over which we have no control.

In any case, in the event of a security incident that may generate a relevant risk or damage to any of our users, we will communicate those affected and the National Data Protection Authority about the incident, in accordance with the provisions of the General Data Protection Law. .

# 7. Complaint to a supervisory authority

Without prejudice to any other means of administrative or judicial appeal, holders of personal data who feel, in any way, injured, may submit a complaint to the National Data Protection Authority.

## 8. Changes to this policy

This version of this Privacy Policy was last updated on: 25/02/2021.

We reserve the right to modify these rules at any time, especially to adapt them to any changes made on our website, either by making them available.

new features, either by removing or modifying existing ones.

Whenever there is a change, our users will be notified of the change.

# 9. How to contact us

To clarify any doubts about this Privacy Policy or the personal data we process, please contact our Personal Data Protection Officer, through the channels below:

E-mail: suporte@advds.com.br Telephone: +55 61 33299400

Postal address: SHIS QI 15 Cj. 02 Casa 1

ZIP Code: 71635-220 Lago Sul - DF - Brazil