

**PRIVACY, DATA COLLECTION AND USE OF COOKIES POLICY**

Dourado & Cambraia Advogados (“D&C” or “the Office”) is committed to respecting the privacy and protecting the personal data of all parties with whom it has contact, in compliance with applicable laws, especially, but not limited to, Law nº 13,709 /2018 (the General Law for the Protection of Personal Data – “LGPD”).

In order to raise awareness of data holders engaging with D&C, this Privacy and Data Protection Policy and Cookie Policy (“Policy”) was developed and relates to all data holders in a commercial or employment relationship with D&C. This includes but is not limited to: clients and their representatives, former clients and their representatives, lawyers, employees, partners, suppliers, service providers, users of our website and those who access our digital platforms, candidates for vacancies and visitors to the Firm.

We recommended that all stakeholders read this Policy prior to engaging with the Firm and if there is any need for clarification, they should contact us by e-mail [contato@douradocambraia.com.br](mailto:contato@douradocambraia.com.br).

**1. Data Managers**

The collector of personal data, and the party responsible for decisions regarding the processing of personal data, is Dourado & Cambraia, Sociedade de Advogados, registered with the CNPJ nº 30.316.803/0001-10, headquartered at Alameda Santos, 2159, conj. 51, Cerqueira César, São Paulo, SP – CEP 01419-002.

**2. Personal Data Collected**

The data collected by the Firm may be contact data, qualification data, registration data obtained through the Firm's website or on entering the Santos Augusta Building (where D&C is headquartered), academic data, professional data, financial data, information about access to the website and platforms related to D&C, service provider registration data, related data provided by the holder in a selection processes, in addition to security camera images.

This data may include, for example, your name, RG, CPF, CNH, PIS, CTPS, passport details, voter registration details, date of birth, nationality, profession, current position, marital status, email address, business address, home address, landline number, cell phone number, gender, education level, educational institutions attended, courses taken, semesters attended, academic history, professional history, desired position, objectives, skills, language

skills, clicks on our website, information accessed, the opening of pages related to D&C on other digital platforms, length of stay, engagement rate, analytics, photos and videos

### **3. Use of the Personal Data Collected**

D&C collects personal data in order to fulfill its corporate aim and to provide appropriate service to its clients. Data is also collected to support its relationship with stakeholders or with its clients in negotiations or in litigation, manage the billing and collection of legal fees, preparing or revising legal instruments, negotiating with third parties, and recruiting, among other purposes.

D&C is committed to respecting the privacy of individuals and the protection of their personal data.

### **4. Personal Data Storage**

D&C stores personal data only for the period necessary to achieve the specific purposes for its collection, retaining the data for the shortest possible time in order to safeguard the rights of D&C and/or its customers, in a judicial, administrative or arbitration proceeding that has been or may eventually be undertaken.

D&C is also committed to storing data for the legally required period of time, including, but not limited to, any applicable statute of limitations or to comply with a legal or regulatory obligation.

### **5. The Sharing of Personal Data**

D&C may share your personal data with government agencies, financial institutions, software providers, cloud hosting services and other parties for relationship management purposes, legal publications, office service providers, correspondent attorneys, experts, referees, partner offices, auditors, accountants, among others, as needs arise.

In certain circumstances, personal data held by D&C may be transferred keeping within the scope of the purposes described in this Policy. In these cases, measures will be taken to ensure personal data will be protected in accordance with applicable legislation.

Whenever possible, D&C will enter into a personal data processing contract with suppliers and/or third-party service providers who have access to your personal data, in order to guarantee an appropriate level of data protection, consistent with the provisions of this Policy.

## **6. Rights of the Data Holder**

D&C undertakes to observe and comply with all the holder's rights in relation to their personal data. Any concerns can be raised via the e-mail [contato@douradocambraia.com.br](mailto:contato@douradocambraia.com.br).

The holder of personal data has the following rights: (i) confirmation of the existence of data collected; (ii) access to their data; (iii) correction of incomplete, inaccurate or outdated data; (iv) anonymization, blocking or deletion; (v) portability; (vi) deletion of data; (vii) sharing information; (viii) information about the possibility of not providing consent to providing data and on the consequences of the refusal; (ix) revocation of consent, if we have requested it; (x) information in the event of data leakage; and (xi) right to petition the National Data Protection Agency (ANPD).

## **7. Data Security**

In exceptional circumstances, the exercise of certain rights provided by law may be restricted or extinguished, for example, in the case of compliance with any legal or regulatory obligation owed by D&C or for the exclusive use of D&C. Access to data by third parties will be prohibited and data will be anonymised.

D&C uses security systems and technical measures to protect the personal data of the respective holders commonly employed by the legal market, such as storing data in a segregated and safe operating environment.

## **8. Cookies**

By accessing our website, you acknowledge the use of cookies, which are small text files stored by your browser when you visit a website which uses this technology. Cookies can store certain information, such as your IP address and information about the content you view, allowing your preferences to be recognized and websites to be shown according to those preferences.

Technical information is also collected, such as the type of equipment used by you, information about the operating system and browser used, information about the sections and contents visited and services viewed, in addition to information of a personal nature, such as the language you use and country of origin, for better functioning of our website.

Although authorization for the collection of cookies is obtained the first time you access our website, it is possible to manage the use of cookies. If you do not agree with the use of cookies, you can disable them by adjusting your browser settings. Since all browsers are different, we recommend that you refer to your browser's settings menu for instructions on changing your preferences.

Please note that if you choose not to receive cookies, our website and some of its features may not function properly and some features may become unavailable.

### **9. Third Party Websites**

As a feature of our website, links to other sites on the internet may be provided. D&C is not responsible for these third-party websites and/or their content, nor does it share, subscribe, monitor, validate or accept the way these websites or content storage tools collect, process and transfer personal data.

Because of this, D&C recommends that you consult the respective privacy policies of all websites to be adequately informed about the handling of your personal data prior to using them.

### **10. Policy Updates**

This Policy comes into force on January 30, 2023.

D&C reserves the right to modify and update this Policy at any time, in order to improve services to our stakeholders. This will be in the form of adapting it to our personal data processing practices and providing greater security and transparency for data holders.

The latest version of this Policy will be published on our website.