

PRIVACY POLICY

Latest update: August 17, 2021.

One of the main commitments of Sartori Sociedade de Advogados (“**SARTORI ADVOGADOS**”) is the respect to privacy and protection of the personal data of data subjects with whom it establishes any relationship, in compliance with the applicable laws, particularly Law No. 13.709/2018 (“General Personal Data Protection Act” or “LGPD”).

The purpose of this Privacy Policy (“Policy”) is to publicly inform our employees, customers, partners, suppliers, service providers, website users, job applicants at SARTORI ADVOGADOS, attendees at our events and other data subject how their personal data is treated when they visit and use the website, or when they interact with us in other environments and social media, regulating the rules relating to the personal data processing by us.

We recommend that you to fully and carefully read this Policy and we are available to any doubts on its content.

For that purpose, contact our DPO via e-mail: dpo@sartoriadvogados.com.br.

1. Collected Data and Use

By visiting our website, engaging our services, providing services to us or other form of interaction, we may process your data for a number of purposes, among which:

- ⇒ Registration data for the website, newsletter or our events for the submission of our content, invitations and surveys;
- ⇒ Contact data (name, e-mail and other data in the website or provided afterwards via e-mail, in person, by telephone or any other social media) in order to answer your questions, compliments, complaints, suggestions, as well as relationship management (either in person or virtually) with you or the company you represent in the different situations whether or not involving the current customer and prospective customer;
- ⇒ Data provided in your CV, for future recruiting and selection process for new members of our team, including profile analysis for the job in the application, contact, selection process stages, interviews, group dynamics, practical / theoretical tests and other activities inherently related to the process;
- ⇒ Qualification data (full name, nationality, marital status, occupation, address, RG [ID Card], CPF [Individual Taxpayer’s Registry Number], CNH [National Driver’s License], e-mail address) for preparation, review and negotiation of contracts or legal instruments in which you appear as a party or is otherwise linked, as well as for the conduct of procedures inherently linked to administrative, legal, arbitration proceedings involving your personal data;
- ⇒ Interaction data with the content produced by SARTORI at its website and social media, such as number of visits, opening of content, stay time and other analytical data for improvement of our communication with the user, submission of technical content and/or content linked to our activities;
- ⇒ Security Camera Images for issues inherent to physical security of our facilities and our employees.

2. Sharing Personal Data

Your personal data may be shared with:

- Other head offices and branch offices of SARTORI ADVOGADOS, as well as any other offices that may be further implemented by us, for the purpose of enhancing the services rendered and single or integrated registers;
- Our partners, service providers and suppliers for the maintenance of the relationship and full performance of the activities for which we were engaged;
- Governmental Entities for the compliance with legal obligations;
- Legal publications and rankings for the purposes inherent to such matter;
- For third parties which have been occasionally appointed by you, upon your prior specific request.

3. Storage Period of your Personal Data

We will keep your Personal Data for the time required to comply with the purposes for which we collected them, including for purposes of complying with any legal, contractual, accounting obligations or requests from competent authorities.

Among the variables used for setting the necessary time, we may mention quantity, nature, sensitivity of such Data, potential risk of damages arising from the unauthorized use or disclosure of your Personal Data, the purpose of the processing and whether we may achieve such purposes through other means, and the applicable legal requirements.

4. International Transfers of Data

Under certain circumstances, such as when we use cloud hosting services in other countries or when we need to involve partner law firms located abroad, your personal data may be internationally transferred. In such cases, we will take the applicable measures described in LGPD.

5. Data Subject's Rights

The Personal Data Subject (You) will always have the option to not disclose your information; however, we stress that it may be required for you to use some of the features provided in our Platforms. Irrespective of such fact, LGPD - General Data Protection Act ensures the exercise of a number of rights, among which:

- Right to **confirm** the existence of any processing of your Data and access it;
- Right to **rectify** your Data, if you identify any inaccuracy, imprecision or outdated data;
- Right to **delete** your Personal Data from our database, unless there is any legal grounds authorizing SARTORI ADVOGADOS to keep them for the required period of time;

- Right to **withdraw your consent** with respect to the Processing activities on which such consent is based. However, it will not affect the legality of any previous Processing. The only official channel to be provided by SARTORI ADVOGADOS for such requests is dpo@sartoriadvogados.com.br, exclusive e-mail address used by the Data Protection Officer designated by us.

In event of requests, we will be required to take specific actions in order to ensure your identity and your right to access your Personal Data (or exercise your other rights). This is a security measure to ensure that the Personal Data will not be disclosed to any person not entitled to receive it.

All legitimate requests we receive will be answered within the legal periods, unless we are required to extend such terms due to the complexity or amount of requests. In such case, we will notify you and keep you posted of the progression of your request. We may also contact you to obtain further information regarding your request, in order to expedite your answer;

6. Protecting Your Personal Data

SARTORI ADVOGADOS takes technical, administrative and organizational measures to protect your Personal Data against losses, unauthorized use or other abuses. The Data is stored in a secure operational environment not accessible to the public.

We take the best information security practices available in the market, among which:

- . Records and documents of all Data processing stages;
- . Definition of a clear distinction of roles and responsibilities relating to the categories of persons in charge of or involved in the systems;
- . Inventory of the employees' access logs to the database;
- . Monitoring of accesses to social media;
- . Monitoring of corporate services and devices;
- . Authentication of users;
- . Prevention and detection of intrusion;
- . Antivirus;
- . Firewall;
- . Maintenance of backup copies;
- . Traceability mechanisms;
- . Periodic system tests and scans;
- . Rules concerning the access to the Internet;
- . Regular internal and external audit on Personal Data protection;
- . Use of preventive procedures against information security incidents.

While SARTORI ADVOGADOS uses its best efforts to protect the privacy of your account and other Personal Data we keep in our records, unfortunately, there is no full assurance of security. Unauthorized login to or use of account, hardware or software failure or other factors may compromise the security of your Personal Data at any time.

In order to minimize such risk as much as possible, we maintain a secure environment for everyone and take good security practices concerning your account and your Data.

7. Contact us

For any questions, comments or suggestions related to this Policy, please contact us through the e-mail dpo@sartoriadvogados.com.br

8. Updates of this Policy

This policy may be enhanced at any time. The latest version will always be available at our website: <http://www.sartoriadvogados.com.br/>

We recommend you to periodically check this Policy in order to be familiar with any occasional amendments hereto.