

The law firm L.O. Baptista Advogados (“L.O. Baptista” or “L.O.”), by means of its Confidentiality Policy, informs you, the User, about the handle provided to your personal information according to the current law.

As of the acceptance of this Privacy, the following rules shall be applicable to you and your personal information within your relationship with L.O. Baptista.

CONFIDENTIALITY POLICY

As an essential and necessary condition to use and access the Website legal contents offered by L.O. Baptista or to the information technology provided by L.O. Baptista, the User, after accepting this Confidentiality Policy, confirms that he/she made the full and attempt reading of this Confidentiality Policy, and that he/she agrees with its contents, manifesting, therefore, his/her free and express agreement with the terms herein.

In case of doubt regarding this Confidentiality Policy, please send an email to comunicacao@baptista.com.br.

DEFINITION OF USER

The “User” is every individual with more than twelve (12) years old accessing the contents of L.O. Baptista and using its services, completing his~/her personal information in our Contact link, Portfolio, to receive the newsletter or to offer his/her subscription for events or courses offered by L.O. Baptista.

We do hereby inform that L.O. Baptista Website was not created to be accessed by children and, therefore, we recommend that it is not accessed by people under twelve (12) years old.

The User is responsible to provide corrected and updated information. L.O. Baptista is not responsible for the accuracy or truth of the information provided by the User.

COLLECTION OF INFORMATION AND RECORD OF ACTIVITIES

Through this link <https://www.baptista.com.br/carreira/>, the user supplies to L.O. Baptista, voluntarily, on its behalf, the email and uploads the text file, in pdf format, with the summary of his/her technical and professional qualifications or curriculum vitae, which may have his/her photography or not. Alternatively, the user may opt to provide his/her professional information through the access link to his/her public webpage in LinkedIn or other website or social media with his/her professional information.

The personal information provided by the User through this link shall be collected and transmitted to the L.O. Baptista Department of Human Resources.

Through this link, named “Agreement”, the name, address and email and the order completed by the User shall be collected.

L.O. Baptista Website shall also require personal information, such as your work place, title or position within the legal entity providing the services.

From the User surfing, L.O. Baptista may also handle the information considered as personal, considering the activities performed by the User collected through logs or cookies.

LO Baptista Website uses the cookies defined by the service of CloudFlare to identify a reliable web surfing. This cookie does not storage any type of personal information of the user and the expiration term of the systems shall be five (5) years.

We also use the cookies defined by the service Google Analytics or type `_gid`. These cookies may obtain information about the IP address, the browser used, and the definitions of language and webpages accessed. The said information shall be used anonymously, only for analytical purposes, and shall be discarded as soon as the anonymously data analysis is performed, which shall occur at most in 02 years.

The cookies type `_gat` only collection of information about a high number of orders of a webpage. In this cookie, some access orders to the webpage are blocked and the results may be accessed by the system administrator.

While surfing in our Website, the User may be conducted, via link, to access the contents or services provided by third parties, which may collect their information in platforms adopting their own Confidentiality Policies.

The User shall be responsible to access and notice the Confidentiality Policies of the platforms of third parties regarding L.O. Baptista Website and may accept the said or not. L.O. Baptista shall not be responsible for the Confidentiality Policy nor the contents of any Websites, contents or services provided by third parties, even in case the User access this third parties by means of the links available in our Website.

In addition to the supply and collection of personal information by means of the Website, L.O. Baptista may access the personal information of customers and third parties supplied or obtained during the provision of legal services, which shall be subject to professional secrecy.

USE OF INFORMATION

The information collected through the access link <https://www.baptista.com.br/carreira/> shall be exclusively used to the procedure regarding the work vacancies available by L.O. Baptista Department of Human Resources. From the receiving of the personal information through this link, the User expressly authorizes that L.O. Baptista Department of Human Resources files its information and makes it available for the other departments within L.O. Baptista, as well as to service providers contracted by L.O. Baptista for the provision of services of Information Technology and Information Security. The User authorizes the Department of Human Resources to use the said personal information in order to contact the User, by means of email or phone, within the selective procedure.

The user registering his/her personal information of L.O. Baptista Website through the link <https://www.baptista.com.br/contato/> expressly authorizes that his/her personal information is transferred, made available and stored by the specific department to meet your demand or doubt.

The User authorizes L.O. Baptista to use all personal information registered in our Website to forward the following contents:

- a) information about L.O. Baptista provision of services;
- b) performance of eventual events by L.O. Baptista, as well as the supply of goods available by L.O. Baptista;
- c) institutional communications, memos, newsletter and news used about L.O. Baptista and its members;
- d) save the date, invitations, reminders and acknowledgment for attending events;
- e) researches of feedbacks from customers;
- f) analysis of his/her information not identifiably and for statistics purposes or studies, researches and leverage of information to use our Website

Periodically, L.O. Baptista may request the update of your registration information provided in our relationship database, such as: name, email, phone, company, title / position and physical address.

The User is aware that L.O. Baptista may provide your personal information to third parties as required by law, by the Judicial Power or other legal procedure, in case we believe in good faith that the disclosure is required to: (1) to investigate, prevent or take measures related to legal, suspect or actual activities, or to cooperate with investigations performed by public bodies; (2) to apply our contracts; (3) to investigate and defend us against any claims or allegations from third parties; (4) to protect the safety or integrity of our services and members of L.O. Baptista; (5) to exercise or protect the rights and safety of our Website, our Users, employees, workers, Partners or any third parties or (6) required or convenient to provide the better use and experience in L.O. Baptista Website.

After reading this Confidentiality Policy and the acceptance of our Website, one shall be considered that the consent refers to the collection of information provided by the User, performed in a free, express, individual, clear, specific and legal way.

The database created by the collection of information of Users in our Website is property and responsibility of L.O. Baptista, and its use, access and share, where required, shall be performed within the limits and purposes of our business, and the information may, in this sense, be available for query and assigned to suppliers and authorities, as provided in this Confidentiality Policy.

L.O. Baptista does not sell or trade the personal information of Users of its Website. However, the said personal information may be shared with the providers of services, partner lawfirms

or other business partners for the exclusive purposes of executing the services provided by L.O. Baptista.

L.O. Baptista may share your information with international chains of lawfirms that it is a member, wherever required to supply legal advisory approaching more than one jurisdiction or when they are legally related to our activities.

Internally, the information of our Users shall be accessed only by the professionals duly authorized, respecting the principles of legal interests, adequacy, proportionality and that are relevant for our purposes, in addition to the confidentiality commitment and preservation of confidentiality pursuant to this Confidentiality Policy.

STORAGE AND RETENTION OF INFORMATION

The personal information collected by our Website shall be stored in a safe and controlled environment within at least six (06) months as of its collection through the Website, and the maximum term provided by law or in this Confidentiality Policy. The information may be excluded under unilateral decision of L.O. Baptista or under the User request, except in case of information that might be maintained by a higher period, according to the law and/or court order, which shall be eliminated in a safe way. The information considered as excessive shall not be stored regarding the purposes granted by the Users.

The information collected through the link <https://www.baptista.com.br/carreira/> shall be stored in a safe environment and automatically discarded of our records 5 years after the date in which they were sent to L.O. Baptista.

The personal information of the Users shall be stored in L.O. Baptista own servers located in Brazil or cloud services, and, in this second case, the information may be handled abroad in case the server is located in other countries other than Brazil.

L.O. Baptista tries to guarantee that your privacy is protected in accordance with the current Brazilian rules about protection of personal information. Therefore, we take measures against the access not authorized in systems that the personal information is stored. L.O. Baptista also assess periodically its practices, always to better protect your personal information and assure its privacy.

Nevertheless, considering that no safety system is infallible, we are exempt of any responsibilities for eventual damages and/or prejudices from failures, virus or invasions in our database, except in cases where fraud or negligence is proven.

CORRECTION, UPDATE AND EXCLUSION OF INFORMATION

The personal information sent through the link <https://www.baptista.com.br/carreira/> shall be under full responsibility of the User. The correction, update or exclusion of the personal information sent to the Department of Human Resources may be directly required through the email rh@baptista.com.br

Regarding the other personal information provided, the user may request the correction or update of his/her personal information, forwarding an email to comunicacao@baptista.com.br. By means of this email, the User may require the limitation of use of his/her personal information; manifest his/her position to use his/her personal information or require the exclusion of his/her personal information collected by L.O.Baptista.

GENERAL PROVISIONS

L.O. Baptista may change this Confidentiality Policy, and the User shall be responsible to check periodically our Website to guarantee the maintenance of the consent to handle your information. However, in case the Confidentiality Policy is significantly changed, a new consent may be required for the continuous use and access of the Website or services provided by L.O. Baptista.

The other conditions hereby established shall be in force in case any provision of this Confidentiality Policy is considered illegal or illegitimate under the authority there L.O. Baptista handles information.

GOVERNING LAW AND JURISDICTION

This Confidentiality Policy shall be governed and constructed according to the Brazilian law, and the Central Court of the City of São Paulo, State of São Paulo, is competent to resolve any litigation or dispute involving the privacy of personal information of the User within your relationship with L.O. Baptista. In case of conflict of laws, the Brazilian law shall prevail.
