

1. Purpose

I.1 We at Ricardo Mastropasqua Sociedade Individual de Advocacia, are committed to respecting the privacy and protecting the personal data of the data subjects with whom we relate, in accordance with the applicable Brazilian legislation - especially - Law No. 13,709 of August 14, 2018, as amended ("LGPD").

I.2 This Privacy Policy ("Policy"), aims to inform customers, partners, suppliers, service providers, users of our website, candidates for vacancies in our office, participants in our events, as well as other data subjects, about how your personal data will be treated, when accessing and using our website, or when interacting with our office, by other means.

I.3 We respect all regulations and laws relating to the protection of personal data, as well as continuously improving our best practices regarding data privacy.

I.4 We recommend that you read this Policy, especially before starting your relationship with our office. If you have any questions about the content of this Policy, or you would like more details about its content, please contact us | contato@mastropasqua.com.br

2. Data Processing Agents | Controller

II.1 The LGPD establishes specific rules regarding the processing of personal data. These rules are complied with by the processing agents, who can act as "controllers" or as "operators" of personal data. These concepts are fundamental and determine who is responsible for compliance with certain LGPD provision.

II.2 Our office is the controller of the personal data, within the scope of the relationship established with such data. Under the terms of the LGPD, the controller is responsible for decisions regarding the processing of personal data.



3. Personal Data Collection | How do we use them?

III.1 When you interact with our office - either virtually or physically - we may process your personal data for certain purposes, as described below:

COLLECTED DATA	PURPOSES
Registration data on the website.	Submission of technical content, prepared by us.
Full name. E-mail. Company you represent. Company's role. Telephones. Address.	Response to your interaction with us, sent through the contato@mastropasqua.com.br , and/or by sending messages, through the "Contact" section on our website. Engagement of our professional relationship - whether with you or with the company you represent - if you are a client, or a potential client. Holding meetings, either in person or virtually. Management of billing and collection of our attorney fees, as well as costs and overheads, contracted by you or the company you represent.
Data described in your resume.	Recruitment of new members, enabling their participation - whether in person or virtual - in our selection process.



COLLECTED DATA	PURPOSES
Full name. Nationality. Marital status. Profession. Address. Identity card No. Individual taxpayers' registry No. E-mail.	Drafting and/or reviewing agreements in which you are one of the signatory parties, or legal representative of the signatory party. Drafting and/or reviewing agreements, as well as any additional documents necessary to carry out our legal services.
Data linked to the interaction with the content produced by us, through clicks on our website.	Improving our interaction with you. Content submission. Analysis of the relevance of the content produced and sent by us.
Information about your access to our website and social networks.	Fulfillment of our legal obligations.

III.2 By browsing our website, you acknowledge the use of cookies, as described in section 9 of this Policy. Initially, you saw a pop-up at the bottom of the page on our website, alerting you to using this tool on your first visit to our website. Although this notice may not appear in subsequent accesses, you can manage the use of such cookies through our website, following the instructions described in section III.3, below.

III.3 If you do not agree with the use of such cookies, you can disable them at any time by adjusting your browser settings. Please note that browsers are different from each other, therefore refer to your browser settings menu for instructions on how to change your cookie usage preferences. If you choose not to receive cookies, eventually our website will not perform in the most appropriate technical way, including certain features will be unavailable.



4. Shared Personal Data

IV.1 We may share your personal data with: (i) software providers, cloud hosting services, as well as other technologies for the purpose of managing your virtual interaction with our office, registration, documentation and other arrangements; (ii) partner offices – whether national or international – auditors, accountants, translators, as well as financial institutions to assist in the provision of our legal services; (iii) legal publications – whether national or international –; and (iv) regulatory bodies.

IV.2 The personal data which are stored by us - eventually - will be used for statistical purposes, to understand who, the users are, interested in providing our services, to improve them.

5. International Transfer

V.1 We may transfer your personal data, collected in Brazil, to other countries, depending on the country where our customers are located. Also, when we need to involve partner law firms located abroad, your personal data – eventually – will be transferred internationally. It is important to inform you that we will adopt appropriate measures to protect your personal data, in accordance with Brazilian law, as described in section 8 of this Policy. Also, personal data transferred to other countries - possibly - are subject to relevant local rules and legislation.

6. Personal Data Processing | For how long?

VI.1 We will keep your personal data only for as long as necessary, to fulfill the purposes for which we collect them, including for the purpose of complying with any legal, contractual obligations, or request from regulatory bodies.

VI.2 The personal data collected will be deleted from our servers when there is a request by the holder of the personal data, or when such data is not necessary for us to offer our legal services, except when there is any legal obligation to retain such data.



VI.3 To determine the appropriate retention period with respect to your personal data, we consider the amount, nature and sensitivity of such data, its processing purpose and applicable legal requirements.

7. Your Rights

VII.1 You have several rights in relation to your personal data. It is important to inform you that we are committed to respecting these rights, ensuring that you can exercise them at any time.

VII.2 Your rights are: (i) confirmation of the existence of the processing of personal data; (ii) access to your personal data; (iii) correction of personal data that is incomplete, inaccurate or out of date; (iv) anonymization, blocking or deletion, in cases where unnecessary, excessive or non-compliant personal data are processed in accordance with Brazilian data protection legislation; (v) portability, within the terms of the regulations issued by the Brazilian National Data Protection Authority; (vi) deletion of personal data processed with consent, in cases where this is the legal basis for a certain processing activity, except for the possibilities of continuing to store the data, when necessary to comply with a legal or regulatory obligation; (vii) information about sharing personal data with public and private entities; (viii) information on the possibility of denying your consent, if it is the applicable legal basis for the processing of personal data, with an indication of the consequences of such refusal; (ix) revocation of consent, at any time, easily and free of charge, by simply communicating your decision | contato@mastropasqua.com.br. The revocation of consent does not invalidate, or render illegitimate the activities of processing personal data that take place before the date of revocation; (x) opposition to the processing of personal data, in cases where consent is not the legal basis applicable to the processing of your personal data, and when there is any breach of legislation. We will assess whether your opposition is justified or not, adopting the necessary measures to suspend the processing of personal data or inform the grounds on which we understand that the processing is lawful and permitted; (xi) file a complaint with the Brazilian National Data Protection Authority.



8. Information Security

VIII.1 We are permanently committed to the security of your personal data, and we take reasonable precautions to maintain such protection. Our office employs security systems and technical, physical, and managerial procedures, usually adopted by the market to protect your personal data.

VIII.2 Decree No. 8,771 of May 11, 2016, provides guidelines for the development of security standards which are observed by connection and application providers. Such guidelines are: (i) the establishment of strict control over access to personal data; (ii) the provision of a registration authentication mechanism; (iii) the creation of a detailed access inventory; and (iv) the use of data inviolability techniques.

VIII.3 The LGPD introduces new rules on information security standards. Processing agents must adopt technical and administrative security measures to protect the personal data processed.

9. Cookies

IX.1 Cookies are small text files stored on your browser or device. Cookies allow us to recognize your preferences to tailor our website and your navigation to your specific needs. Specifically, some of your information is saved in this text file, and when you visit our website again, the website itself recognizes your browser. Cookies – usually – have an expiration date. For example, some cookies are automatically deleted when you close your browser – session cookies – while other cookies are stored longer, until manually deleted, persistent cookies.

IX.2 We use cookies as follows:



COOKIES IN DETAIL	PURPOSES
Website operation.	They are characterized as essential cookies for the functioning of the pages of our website, without which it is impossible to perform some functions of our website. These cookies are necessary for our website to work correctly, therefore, it is not possible to refuse these cookies if you want to access our website.
Website performance measurement and analytics.	We use cookies to understand how our products and services are used, providing a better experience when browsing our website.
Preferences and features.	We use cookies to maximize the personalization of your browsing experience on our website. To enable the broad functionality of our services, we store some of your preferences.
Personalized content.	We use cookies and similar technologies to target certain content, in a personalized way, based on information about your interaction within the scope of the provision of our services.
Social media plugins.	We use cookies and similar technologies to enable plugins for certain social networks when you choose to access our services through such networks.

IX.3 It is important to note that if you enable IP anonymization, your IP address will not be informed. Only in exceptional cases will the IP address be initially transferred to a Google server in the United States, where it will be anonymized. The IP address that



your browser transmits, within the scope of Google Analytics, will not be associated with any other data stored by Google.

IX.4 We reserve the right to send e-mails to our customers, partners and third parties who have, in any way, been related to our office, to present information that we believe will be of interest to you, and you may request exclusion of your registration of these distribution lists in the footer of the sent messages. In addition to cookies, our emails related to the provision of our services may contain a tracking pixel, also known as a web beacon, web bug, tracking bug or tracking pixel, which is intended to inform us if our e-mails are opened, including allowing us to know about the clicks on links described in the content of the e-mail. We may use this information to determine which of our e-mails are most interesting and/or relevant to our users. However, if our users do not access and open the e-mails we send, we may ask them about the relevance of sending certain content. The pixel will be deleted the moment you delete the e-mail.

IX.5 After your first visit to our website, we may change the cookies we use. This Policy allows you to know what data is collected, as well as their respective purposes. The necessary means to deactivate data collection will always be available if it is in your interest.

10. Third parties' websites

X.1 Our website may – from time to time – provide links to third parties' websites. These websites have their own privacy policies, which may not be compatible with this Policy. It is our recommendation that you consult the respective privacy policies of such websites, to inform yourself about the personal data protection practices adopted.

X.2 We are not responsible: (i) for the regularity of the data protection practices of third parties' websites; and (ii) the content of third parties' websites, not being validated by us.

11. Amendment to this Policy

XI.1 This Policy will be updated, improved, with the object of initial contact and familiarization with the new universe of protection and processing of personal data.

PRIVACY POLICY



We recommend that this page be accessed - from time to time - so that you can check for such updates and improvements.