



## PRIVACY POLICY AND DATA PROTECTION

NASCIMENTO E MOURÃO SOCIEDADE DE ADVOGADOS, with headquarters at Rua Joaquim Floriano, 100, 15º andar, Itaim Bibi, São Paulo/SP, registered with the CNPJ under number 60.561.974/0001-76, hereinafter referred to as "NMSA", is committed to respecting the privacy of users of its services, as well as the protection and security of their personal data.

This Privacy Policy ("Policy") aims to clarify what information is collected from users of our website and social media, as well as from users of our products and services ("Products" and "Services"), both at the time of their hiring, and in the stages prior to the provision of services.

To offer the Products and Services to its customers, NMSA, through its website, social media, partners, employees and collaborators, collects data and information, aiming, above all, to provide an increasingly better experience for you.

NMSA recognizes that your privacy is very important, so we take all possible measures, within existing best practices and solutions, to protect it. In this sense, this Policy aims to inform you how your personal data will be processed.

This document composes our Privacy and Data Protection Portal, along with our Privacy and Data Protection Policy.

This Policy has been drafted in a simple and accessible way, precisely so that you can read and understand how we use your data to provide a safe and comfortable experience in the use of the Products and Services offered.

**Acceptance of this Policy will be considered formalized at the time you enter your information or register on our website, as well as provide your data through other means to enjoy the Products and Services offered by NMSA, even if free of charge.**

**This will indicate that you are aware of and in full agreement with how we will use your information and data.**



We emphasize that it is part of our good practices to give transparency to this and the other NMSA Policy, through the Privacy and Data Protection Portal, whose address is included in the subscriptions of the emails of members, employees and collaborators hired by NMSA.

If you do not agree to this Policy, please do not continue your registration and provision of personal data to request the Products and Services provided or provided by NMSA. However, we kindly ask you to inform us of your disagreement so that we can use your grounds to evaluate the review of this Policy.

This Policy is divided as follows to facilitate your understanding:

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Any questions regarding this Policy can be clarified by contacting us, through the electronic address of our Data Controller – DPO, [flavia.vicente@nascimentomourao.adv.br](mailto:flavia.vicente@nascimentomourao.adv.br), indicating as subject "NMSA – Privacy and Protection of Personal Data".

## **1. INFORMATION WE COLLECT**

Information provided by you – From the information provided by you with the completion of the forms available on our website, as well as those provided to our partners, employees and



employees, whether through e-mail, messaging applications or in person, NMSA will collect those of personal identification, such as full name, address, e-mail, RG, CPF or CNH. Eventually, the request for other information can be made through direct contact of NMSA with users, in person or via e-mail or telephone, always related to the social object of NMSA.

**Website browsing information** – When you access our websites and applications, a cookie may be installed in your browser to identify how many times you return to our address. In this hypothesis, information such as IP address, geographic location, reference source, browser type, duration of visit and pages visited may be collected. For more information, please visit our [Cookie Policy](#).

**Contact history** – NMSA stores information about all contacts already made with our users, such as personal interactions, via email.

**Data generated/provided for use of our Services or ordering our Products** – If you use any of our Services, or order our Products, NMSA may collect other information necessary for the performance of the contract to provide the Service or supply the Product. In this case, contact data such as your full name, e-mail and telephone, RG and CPF, location data such as country, city and state, street, street number and supplement, as well as public documents, financial information and judicial information (criminal background and/or legal proceedings in progress or completed) may be collected, provided that they are related to the provision of legal services contracted or of which a consultation has been made for subsequent Proposal for attorney's fees.

## **2. WHAT WE USE YOUR INFORMATION FOR**

All data collected are used for the provision of Services or legal Products, and their privacy is respected. Therefore, all data and information about you will be treated as confidential, and only used for the purposes described here and authorized by you, mainly so that you can fully use our Services and Products, always aiming to improve your user experience. In this way, we can customize the Service or Product to adapt them, more and more, to your preferences and interests. In addition, your data may also be used to create and offer new Services, Products and features.



Eventually, we may use data for purposes not expressly provided for in this Policy, but that are within your legitimate expectations. Any use of your data for purposes that do not comply with this prerogative will be made with the authorization that we will request from you in advance.

In addition to the hypotheses mentioned in this Policy, the data provided by you may be used for the following purposes:

PURPOSE OF THE COLLECTION	CATEGORY OF PERSONAL DATA	LEGAL BASIS
Administrative (including drawing up a service contract and issuing invoices, as well as the activities intrinsic to the administrative scope of the NMSA)	Personal information, Public documents, Financial information	Execution of the Contract and procedures prior to the Contract.
Legal Notices (Newsletter)	E-mail address:	Legitimate interest

### 3. ON ACCESS TO YOUR PERSONAL DATA

Without prejudice to item 4 below, access to your personal information will be restricted only to NMSA employees, and among these, only to persons with specific internal authorizations for this purpose. Eventually, if the processing of such data is necessary in actions created in partnerships, the explicitly identified partners will also have access to the information necessary to perform the provision of services or offer the legal products contracted. Unless otherwise provided by law, no personal data may be disclosed publicly without your prior and express permission.

All your data is confidential and any use of such data will be in accordance with the Law and this Policy. NMSA will make all reasonable market efforts to ensure the security of our systems and, consequently, of your personal data.

All your information will, where possible, be encrypted if it is not impossible for NMSA to use it.



Among other rights provided by law, upon request and at any time, you may have access to your personal data stored in our systems.

NMSA will retain your personal data and information only as long as it is necessary or relevant for the purposes described in this Policy, or in the case of periods predetermined by law, or as long as it is necessary for the maintenance of NMSA's legitimate interests under the Law.

#### **4. ON DATA SHARING**

NMSA may share your personal data with partners or third parties as reasonably necessary for the purposes set out in this Policy and for the proper provision of our services.

NMSA reserves the right to provide your data and information, including your interactions, if required by law, provided that such action is necessary for NMSA to comply with national laws, or if you expressly authorize it.

#### **5. SECURITY MEASURES**

To ensure the protection of your data, we use technical and administrative security measures to prevent unauthorized access and accidental and/or unlawful situations of manipulation, loss, destruction and/or alteration of such data.

Security measures are continuously improved and adapted as the applicable technology is updated and best market practices are observed in this regard.

All your information will, where possible, be encrypted, if it does not prevent its use for the purposes set out herein.

#### **6. Your rights**

You may exercise your rights to the personal data processed by us, which are:



- I. Confirmation of the existence of treatment;
- II. Access to data;
- III. Correction of incomplete, inaccurate or outdated data;
- IV. Anonymization, blocking or deletion of unnecessary, excessive data
- V. Data portability to another service or product provider upon express request, in accordance with the rules of the national authority, subject to commercial and industrial secrecy;
- VI. Deletion of personal data processed with the consent of the data subject;
- VII. Information on the public and private entities with which the controller has made shared use of data;
- VIII. Information on the possibility of not giving consent and the consequences of not giving consent; and
- IX. Withdrawal of consent.
- X. Review of automated decisions

Data subjects may exercise their rights by means of written communication sent to the e-mail of our Data Supervisor-DPO: [flavia.vicentenascimentomourao.adv.br](mailto:flavia.vicentenascimentomourao.adv.br), indicating as subject "NMSA-Privacy and Protection of Personal Data-Rights of the Data Subject" specifying:

- Full name, CPF number and e-mail address and, where applicable, of its representative;
- The right which you wish to exercise;
- Date of the application and signature of the holder;
- Any document that can demonstrate or justify the exercise of its right.

To meet your rights, we need the above data to confirm that the person who is exercising those rights is in fact you or a person who is authorized to act on your behalf.

Note that the rights are not absolute and do not always apply to all cases, but we will always do everything we can to honor your rights under applicable Privacy and Data Protection laws.



## **7. AMENDMENT/EXCLUSION OF PERSONAL DATA**

You may choose not to receive further emails from NMSA, except in relation to emails essential for the continued provision of our services or even those that, by legal or regulatory obligation, NMSA needs to send to its users.

In all emails with legal information (Newsletter) that we send you by email, there is always a link to request the cancellation of your registration, which will be available in the last lines of the email. By clicking on this link (opt out), you will be automatically unregistered from the list of contacts used for this purpose.

It is important to mention that when filling out any form or making any type of registration again will be characterized the reinsertion of your email to the NMSA contact list. Therefore, the cancellation request must be made again if it is of interest to you.

All data collected will be deleted from our servers when you so request or when these are no longer necessary or relevant for us to offer you Products and Services, unless there is any other reason for their maintenance, such as any legal obligation to retain data or need to preserve them to protect NMSA rights. To change your personal information or delete it from our database, simply send an email to our Data Controller – DPO: [flavia.vicentenascimentomourao.adv.br](mailto:flavia.vicentenascimentomourao.adv.br), indicating as subject "NMSA-Privacy and Protection of Personal Data-Rights of the holder"

## **8. CHANGES TO THE PRIVACY POLICY**

This Policy may be updated. In this way, we recommend that you periodically visit this page so that you know about the modifications. If relevant changes are made that give rise to new authorizations from you, we will make the new privacy policy public.

This Policy was last modified on 3 October 2023.