

## **TERMS OF SERVICE AND PRIVACY POLICY**

### **I. GENERAL PROVISIONS**

1. Pansieri Advogados (“the Firm”) is a law firm, register at OAB/PR under n. 1868, located at Rua Senador Xavier da Silva, n. 167, São Francisco, Curitiba, CEP 80.530-060.

2. This document presents the Terms of Service of its website (<http://pansieriadvogados.com.br/>) and the Firm’s Privacy Policy, as well as as the General Provisions, applied to both. The General Provisions, the Terms of Service and the Privacy Policy are complementary and must be interpreted together.

3. It emphasizes that it is extremely important to read this document whenever accessing and/or using the website, social networks and/or any electronic public service platforms. In particular, as access and/or use represents the full and unconditional acceptance of all the terms herein, which may be updated whenever necessary.

4. If there is any doubt about any term of this document, whether related to the General Provisions, the Term of Use or the Privacy Policy, or even about any other subject, information or service that may be provided by Pansieri Advogados, contact directly with the Firm, through the e-mail [contato@pansieriadvogados.com.br](mailto:contato@pansieriadvogados.com.br).

### **II. TERMS OF SERVICE**

1. Pansieri Advogados has as the sole purpose of its website, advertising channels on social networks (facebook, instagram, twitter, LinkedIn and others) and public service platforms to provide informative and institutional content.

2. All the content of the website and other media is the exclusive property of the Firm and cannot, therefore, be reproduced and/or distributed without its express authorization, it has informational and institutional purpose exclusively. It should never be understood as legal advice or any other matter, nor as advertising to attract customers.

3. Pansieri Advogados does not provide any guarantee or is responsible, in any way, in relation to any content made available, whether by the Firm itself or by third parties, nor in relation to any problems related to technology.

### **III. PRIVACY POLICY**

1. The Privacy Policy of Pansieri Advogados serves to inform and clarify how and for what purpose the Processing of Personal Data provided to the Firm may occur.

2. This policy covers all Personal Data collected as a result of the activities performed by the Firm, is in accordance with the General Law for the Protection of Personal Data - LGPD (Law No. 13,709, of August 14, 2018) and is based on the principles and guidelines established by it.

3. In addition to being interpreted together with the General Provisions and the Terms of Use, the Privacy Policy must be interpreted together with any other document, contract or privacy clause, and without prejudice to the professional secrecy protected by law.

#### **III.I Preliminary notions and Data Processing**

1. With a merely didactic purpose, basic concepts of Personal Data Processing are presented here, in order to make your understanding even clearer and simpler, so that you can decide freely, informed, unequivocally and voluntarily about agreeing or not to the processing of data by Pansieri Advogados.

2. In any case, as explained above, the provisions are governed by the LGPD and the Firm is always available to answer any questions through the email [contato@pansieradvogados.com.br](mailto:contato@pansieradvogados.com.br), and/or by the person in charge appointed displayed in the contacts tab of your website.

3. While “personal data” is any information related to an identified or identifiable natural person (such as: name, profession, RG, CPF, date of birth, address, etc.), the “processing of personal data” consists of all operation performed with them (such as collection, retention, processing, sharing and disposal).

4. “Owner” is any natural person to whom the personal data refer, while “controller” is any person responsible for decisions regarding the processing of personal data. In turn, “operator” is any person who processes personal data on behalf of the “controller”.

5. For the protection and correct processing of personal data, the LGPD provides, in its article 6, that such activity must observe good faith and the principles of purpose, adequacy, necessity, free access, data quality, transparency, safety, prevention, non-discrimination, accountability and accountability. The meaning of each principle is contained in the aforementioned article of the LGPD, which can be accessed through the following electronic address: [http://www.planalto.gov.br/ccivil\\_03/\\_ato2015-2018/2018/lei/l13709.htm](http://www.planalto.gov.br/ccivil_03/_ato2015-2018/2018/lei/l13709.htm). The Firm strongly recommends the user to read the law.

### **III.II Data processing carried out by Pansieri Advogados**

1. In general, anyone can visit the Pansieri Advogados website, social networks and/or platforms in general anonymously, without revealing any personal data. However, in certain situations, the collection of information will be necessary, so that the Firm, in the condition of “controller”, will carry out the collection and the respective treatment of the data.

2. By providing any personal data, the “holder” fully agrees with the Firm's Privacy Policy. Be aware that, if you do not want the treatment to be carried out in the manner provided for in this document, it is necessary to inform this through the email [contato@pansieriadvogados.com.br](mailto:contato@pansieriadvogados.com.br).

3. In the event of the provision of personal data by third parties, the one who provides, in doing so, declares that there is express consent from the holder(s) of the data provided and that they were treated in accordance with the LGPD. In this sense, it is responsible for all acts of transmission practiced by it and exempts Pansieri Advogados from any responsibility and/or allegation of improper use of the personal data of third parties provided to it for the fulfillment and purpose of the act.

4. The two main forms of collection to be carried out by Pansieri Advogados are through the website itself, in the “contact” field or by contracting the Firm's services.

**5.** The first is justified insofar as it is necessary to provide your name and e-mail in order for you to contact the Firm, while the second is justified insofar as data such as name, marital status, the profession and/or position, CPF, RG, e-mail, domicile, residence, bank details and others, depending on the case, are legal and/or regulatory requirements and, therefore, necessary for the provision of certain legal services, such as the identification of the “holder” in lawsuits, the preparation of powers of attorney, contracts and the like, the receipt of amounts, the carrying out of selection processes, and so on.

**6.** At this point, it should also be noted that it is permitted by law (LGPD, art. 7, VI), even without the consent of the data subject, to process data “for the regular exercise of rights in judicial, administrative or arbitration”. Thus, and considering the public nature of legal proceedings, it should not be interpreted as misuse of personal data when Pansieri Advogados, in the provision of its services, uses them as it deems necessary for the purpose and execution of the objects of the signed contracts and /or for the defense of the procedural interests of its representatives.

**7.** Regarding the use of “cookies”, that is, technology eventually used to temporarily store essential data for faster access to the website and/or to measure access metrics, the Firm informs that it will use them exclusively for these purposes. purposes and also reminds the user that the user can configure his browser to warn him when cookies are being used, being able to accept them or not.

**8.** Pansieri Advogados ensures that the personal data collected will be used for the purposes specified above or, in exceptional cases, for the purposes also previously specified.

**9.** It also undertakes to take technical and organizational measures to protect personal data and treat it confidentially, not renting, selling or disclosing it to third parties, unless required by law or court order or when specifically authorized by the “owner”.

**10.** The data duly collected by Pansieri Advogados will remain in its possession and file for the entire duration of the contract signed with it and the treatment will last for the time established in the contract, and the data may later be eliminated or anonymized. In the absence of a contract and/or contractual provision regarding the archiving time, it will be 5 years.

**11.** It should be emphasized that the holders are guaranteed by law, among others, the rights to obtain from Pansieri Advogados at any time, upon request sent to the email [contato@pansieriadogados.com.br](mailto:contato@pansieriadogados.com.br) and/or to the contact of the designated person in the contacts tab of your website: confirmation of the existence of treatment; access to data; the correction of incomplete, inaccurate or outdated data; the anonymization, blocking or elimination of unnecessary, excessive or processed data in violation of the provisions of the LGPD; data portability to another service or product provider, upon express request, in accordance with the regulation of the national authority, observing commercial and industrial secrets; the elimination of personal data processed with the consent of the holder, except in the cases provided for in art. 16 of the LGPD; information on public and private entities with which the controller shared data use; information about the possibility of not providing consent and about the consequences of denial; the revocation of consent, under the terms of § 5 of art. 8 of the LGPD.

**12.** Finally, Pansieri Advogados emphasizes that it does not contact via Whatsapp or any other mobile applications and/or social networks to request confirmation of personal data, unless such act is carried out by the lawyer who accepted and presented personally voluntarily providing your personal contacts for this type of transmission of information, documents and data.

**13.** Therefore, for your safety and that of your data, we ask everyone to preferably not interact with any form of suspicious approach and not previously authorized, other than through the official tools of Pansieri Advogados, unless duly communicated by the Firm through any of its officially publicized campaigns, or personal negotiation with each Holder.

**14.** Pay attention to official communications and always try to interact with your management in case of doubts. If you have received any suspicious approach, we ask that you immediately file a security incident via email.

Sincerely,

**Pansieri Advogados.**

**Curitiba**

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