

# INSTITUTO MATTOS FILHO DATA PRIVACY POLICY

## 1. Purpose of this Policy

Instituto Mattos Filho, Veiga Filho, Marrey Jr e Quiroga ("Institute" or "we") is committed to raising awareness of how it processes the personal data of people who access its website, participants in initiatives promoted by the Institute ("participants"), scholarship recipients that the Institute supports ("scholarship recipients"), students mentored by Mattos Filho's associates ("mentees"), as well as other individuals or their representatives linked to legal entities supported by the Institute ("beneficiaries," "data subject(s)" or "you").

With a commitment to respecting privacy and being transparent, the Institute has created this privacy policy ("Policy") to provide a clear understanding of how the Institute handles personal data. For further information about how personal data is processed, please contact the Data Protection Officer at [institutomattosfilho@mattosfilho.com.br](mailto:institutomattosfilho@mattosfilho.com.br)

## 2. Who is the data controller for personal data?

As per the applicable law, the person who makes decisions regarding how data is processed is the controller.

The Institute, a non-profit association under private law in the jurisdiction of the City of São Paulo, State of São Paulo, Rua Afonso Braz 900, conjunto 173 - Condomínio Ideal Office, 05411-902, is the controller of personal data within the scope of the relationship established herein.

## What types of personal data are processed?

The Institute may process the personal data described below, to the extent permitted by applicable legislation:

- **Contact details, identification and qualification data:** Full name; address; date of birth; nationality; identification document data (such as RG/RNE, Tax ID, Driver's License, Bar Association ID, as applicable); email address; and telephone number;
- **Academic and professional data:** company/initiative you work for; profession, job position; level of education; and
- **Social network data:** social network profiles (e.g., Facebook, Instagram).

The Institute may collect this data in several different ways. The data may be obtained directly from the data subject, from someone linked to the data subject (e.g., the company the data subject works for), or may otherwise be collected from public sources. Regardless of the data's origin, any processing will be carried out in accordance with this Policy. You can contact the Institute by email at [institutomattosfilho@mattosfilho.com.br](mailto:institutomattosfilho@mattosfilho.com.br)

#### **4. For what purposes does the Institute process your personal data?**

Generally, the Institute processes personal data to promote ethics, citizenship, diversity, and human rights, in order to democratize access to justice and the teaching of Law. This includes (but is not limited to) the following activities:

- Granting scholarships;
- Promoting the spread of legal knowledge and developing new methods for teaching Law;
- Carrying out projects related to diversity and citizenship, as well as supporting other related initiatives conducted by local and foreign entities;
- Promoting, supporting, or organizing courses, lectures, meetings, conferences and debates;
- Sending communications, relevant articles, or other publications, and invitations to events;
- Promoting volunteering initiatives;
- Promoting various forms of support and development of intellectual, cultural, and artistic output via training, publications and the editing (either by the Institute or third parties) of technical, scientific, cultural, and artistic books as magazines, as well as videos or any other means of communication that help to promote ethics, citizenship, diversity, human rights, democratic access to justice and the teaching of Law;
- Promoting access to justice via the Desafio de Acesso à Justiça ("Access to Justice Challenge") and other related initiatives;
- Supporting civil society initiatives concerning diversity and citizenship-related themes;
- Developing or writing up obligatory documents required as per Brazilian law;
- Conducting meetings, video conferences or conference calls that discuss general topics; and
- Complying with legal and regulatory obligations linked to the Institute's activities.

If you are a natural person qualifying as a beneficiary or participant, or otherwise a representative of a legal entity beneficiary or participant, we may also process your personal data to formalize contracts with the Institute.

Additionally, the Institute may process personal data to maintain its relationship with you by:

- Sending institutional material, such as memos, newsletters, or invites to events on relevant topics of interest;
- Organizing events, which includes managing registered guests and sending relevant acknowledgments and reminders. The Institute may also ask if you have any disability requirements or mobility restrictions to ensure easier accessibility and comfort at its events.
- Conducting satisfaction and feedback surveys about the Institute's services and initiatives.

#### **5. Who do we share your personal data with?**

The Institute may share your personal data with:

- Software providers, cloud hosting services, and other information technology services for the registration and documentation purposes as well as for managing your relationship with the Institute, and other arrangements;
- Mattos Filho, Veiga Filho, Marrey Jr. e Quiroga Advogados, which is responsible for providing all necessary infrastructure to support the Institute's operations;

- Non-government organizations, in order to promote access to justice; and
- Service providers in partnership with the Institute's initiatives, including its Access to Justice Challenge and the Artigo Quinto and Equidade projects.

## **6. Transferring personal data outside of Brazil**

The Institute may transfer personal data to service providers based outside of Brazil, including cloud service providers.

If the Institute transfers your personal data outside of Brazil, it will take appropriate measures to ensure data is adequately protected in compliance with applicable legislation. This includes entering into appropriate data transfer agreements for your data with third parties where necessary.

## **7. How long do we retain your personal data for?**

The Institute stores and holds your data: **(i)** for as long as legally required to do so; **(ii)** until the data processing is completed or terminated, as described below; **(iii)** for as long as is necessary to protect the Institute's legitimate interests, depending on each case; **(iv)** for as long as is required to safeguard the Institute's rights in judicial, administrative or arbitration proceedings. For example, we would process your data during the applicable period of limitation (or for as long as is required) in order to fulfill legal or regulatory obligations.

Personal data processing will be terminated in the following cases:

- When the purpose for collecting the data subject's personal data has been met and/or this personal data is no longer relevant or necessary for such a purpose;
- When the data subject is within his/her right to request the termination of data processing and that his/her data be deleted, and does so; and
- When it is legally determined that processing a given set of data must be terminated.

Except when established by applicable laws or by this Policy, in cases where personal data processing is terminated, the data will be also be deleted.

## **8. What are your rights with respect to your personal data?**

In regard to personal data, you have the right: **(i)** to confirm that your data has been processed; **(ii)** access to your data; **(iii)** to have incomplete, inaccurate or outdated data corrected; **(iv)** for your data to be anonymized, blocked or deleted; **(v)** to have your data transferred to other systems; **(vi)** to deletion of your processed data based on consent; **(vii)** to information regarding the possibility of not providing consent and the consequences of refusal; **(viii)** to revoke your consent if we have requested this of you; and **(ix)** to petition the National Data Protection Agency (ANPD).

In certain circumstances, exercising some of these rights may be restricted. For example, this may occur in order to comply with a legal or regulatory obligation, or to allow the Institute to defend itself before judicial or administrative proceedings.

In order to exercise the rights above, contact the Data Protection Officer at [institutomattosfilho@mattosfilho.com.br](mailto:institutomattosfilho@mattosfilho.com.br)

## 9. Data protection and security

The Institute is committed to keeping your personal data secure and takes reasonable precautions to protect it, employing data security systems and a series of commonly adopted technical, physical and managerial procedures.

## 10. Collecting and using cookies

This section of the Policy outlines how cookies and other tracking technology are used on our website to enable functionality and features, analyze usage and improve the browsing experience. Information about the types of cookies and tracking technology we use, the types of data collected via this technology, and your specific rights in regard to these processes is described below.

By exploring the Institute's website, you acknowledge the use of cookies in accordance with the conditions described herein. Upon your first visit to the website, a pop-up should appear at the bottom of the page, alerting you about their use. Although this pop-up will not appear on subsequent visits, the use of cookies can be managed by following the instructions below.

- If you do not agree to the use of these cookies, they can be disabled at any time by adjusting your browser settings. The way to adjust cookie preferences varies from browser to browser, so please check your browser's settings menu for instructions. If you decide not to allow cookies, the Institute's site will function normally, and the same features will still be available.

Cookies - small text files stored by your browser when you visit a website - are used by nearly all websites. They contain certain information such as your IP address, information about the content you view and provide (so you don't have to re-enter it each time you visit the site), as well as your preferences and settings. Cookies also assist us in providing you with personalized content, while speeding up the navigation process and allowing us to learn more about your visit and how you use our online services.

There are four types of cookies that may be used on our website: strictly necessary cookies, performance cookies, functional cookies, and analytical cookies.

- **Strictly Necessary Cookies:** these cookies are essential for allowing you to navigate our website and use its features. They exist only as long as your browser remains open, and are used for technical purposes such as allowing for smoother navigation on our site. Without these cookies, your navigation experience on our website may be significantly affected. When you close your browser, these cookies are automatically deleted.

- **Performance Cookies:** these are stored on your computer for longer periods of time and are used for other purposes, including the number of website visitors and views a given page receives, how long a user spends on each page and other relevant statistics. The information collected by these cookies is compiled together, and is therefore anonymized. These cookies are used solely to enhance the website's performance, thereby also improving the user's experience.
- **Functional Cookies:** this type of cookie allows the website to store information you have already entered (including user names, language, and location settings) in order to provide an enhanced and more personalized experience. Functional cookies are also used for enabling user-requested features, such as playing videos. The information they collect is anonymous and they cannot track your activity on other websites.
- **Analytical cookies:** The Institute uses Google Analytics' web analytics services, which use these particular cookies to collect information such as your IP address (or other identifiers), browser information and the content you view in order to analyze how visitors use our website. Information that these cookies obtain about your use of the site is received and stored by these services on servers in Brazil, the United States, and the United Kingdom. These services use this information on our behalf to evaluate the number of visitors to our website, where these visitors are located, the website's most visited pages, which browsers are most commonly used (in order to improve website functionality) and visitors' interests. They are permitted to retain this information for up to one year.

If you activate IP anonymization in your settings, your IP address will not be reported. However, in exceptional circumstances, your IP address may first be transferred to a Google server in the United States, where it will then be anonymized. The IP address your browser transmits to Google Analytics will not be associated with any other data held by Google.

We reserve the right to send emails with the intention of informing beneficiaries, business partners, and third parties that are linked to the Institute in any way of subject we believe may be of interest. The option to unsubscribe from our mailing lists is available in the footer of the email. In addition to cookies, the Institute's marketing-related emails may contain tracking pixels (also known as web beacons, web bugs, or tracking bugs), which inform us whether the emails are opened and verify the clicks on links contained within each email. We use this information (such as personal identification information and your email address) to help us determine which of our emails are of most interest to you. It also allows us to ask users who do not open our emails whether they wish to continue receiving them or not. The tracking pixel is deleted when you delete the email. If you prefer the tracking pixel not to be downloaded to your device, we advise you not to click on the links contained in the emails we send you.

The Institute will never send requests for personal information by email to beneficiaries, scholarship recipients, or participants. Because of this, we will not be held responsible for any fraudulent electronic communication that results in your personal data being collected, such as phishing scams. We recommend you check all incoming email content before clicking on any internet addresses or links contained within. Be wary of emails with suspicious headers and email addresses, as well as those containing strange content, clear English mistakes or dubious photographs or logos.

After your first visit to this website, we may change the cookies we use. However, this Policy will always inform you of what types of data are collected and the purposes it is used for. It also provides you with instructions on how to disable certain forms of data collection, so we recommend re-reading it on occasion.

## **11. Third-party websites**

Although the Institute may display links to other third-party websites on its own website, it is not responsible for any content contained within them. The Institute does not endorse, monitor or validate how these websites and storage tools collect, process and transfer personal data. We recommend consulting the respective data privacy policies of any third-party websites to ensure you are adequately informed about how your personal data is processed.

## **12. Changes to this Policy**

The Institute reserves the right to modify this Policy at any time by publishing updated versions on this page.

This Policy is effective as of June 14, 2021.