

**ERNESTO BORGES**

ADVOGADOS

desde 1951

**PRIVACY AND DATA PROTECTION POLICY**  
**ERNESTO BORGES ADVOGADOS**

---

**2021**

# PRIVACY AND DATA PROTECTION POLICY

## CONTENTS

1. PURPOSE OF THE DATA PROTECTION AND PRIVACY POLICY
2. PERSONAL DATA PROCESSING OFFICER
3. DATA PRIVACY STATEMENT
4. WHAT DATA WE COLLECT ABOUT YOU
5. FOR WHAT PURPOSES WE COLLECT DATA ABOUT YOU
6. DATA HOLDER RIGHTS
7. WHEN WE DELETE YOUR PERSONAL DATA
8. HOW YOUR DATA IS STORED AND PROTECTED AT ERNESTO BORGES ADVOGADOS
9. OMITTED CASES
10. CHANGES TO THIS POLICY
11. REVIEW AND APPROVAL OF THIS POLICY

## PRIVACY AND DATA PROTECTION POLICY

### 1. PURPOSE OF THE DATA PROTECTION AND PRIVACY POLICY

The firm Ernesto Borges Advogados, attentive to legal innovations, understands that the privacy and protection of personal data is a fundamental right of the natural person, therefore it is committed to the privacy of the data of the users of its institutional website, clients, members of its structure organizational and even third parties ("Data Holder", "Holder" or "You").

This is because we understand that there is treatment of personal data in our business processes and that such treatment raises vulnerability, derived from both internal and external factors, which can compromise the protection of personal data and affect the privacy of the Data Holder.

For these reasons, Ernesto Borges Advogados prepared this Privacy Policy, seeking to make clear how and for what purpose your personal data, provided to us, may be treated, all in accordance with Brazilian law, in particular, with Law no. 13.709/2018, called the General Personal Data Protection Law ("LGPD").

### 2. PERSONAL DATA PROCESSING OFFICER

In accordance with art. 41, of the General Data Protection Law the Controller, in our case the Firm Ernesto Borges Advogados, must indicate the Personal Data Processing Officer.

The Officer is the communication link between:

- I. Company >> Data Holders
- II. Company >> ANPD (National Agency for Data Protection)
- III. Company and its members

## PRIVACY AND DATA PROTECTION POLICY

At Ernesto Borges Advogados, the Data Officer or DPO – Data Protection Officer, is Rodrigo de Paula Aquino – Individual Law Firm, enrolled with the Brazilian Bar Association (OAB/MS) under no. 1262/2018 and enrolled with the Brazilian Corporate Taxpayers’ Register (CNPJ/MF) under no. 31.093.410/0001.

For further information on personal data processing, please  
contact our Data Officer through the email:

[lgpd@ernestoborges.com.br](mailto:lgpd@ernestoborges.com.br)

### DATA PRIVACY STATEMENT

It is important that you carefully read this Privacy and Data Protection Policy and be aware of all its contents, to be properly interpreted together and in accordance with any other document, contract or privacy clause that may accompany it, without prejudice to professional secrecy, applicable to the relationship of Ernesto Borges Advogados with its clients due to the Code of Ethics and Discipline of the Brazilian Bar Association.

Ernesto Borges Advogados can and will act as an operator or controller of your Personal Data, within the scope of our autonomy to treat the data sent by the Data Holders.

## PRIVACY AND DATA PROTECTION POLICY

### 4. WHAT DATA WE COLLECT ABOUT YOU AND FOR WHAT PURPOSE

As Ernesto Borges Advogados acts as data controller, it is up to us to make decisions regarding the processing of personal data.

In the position of data operator, we are assigned to handle data on behalf of the controller.

Data processing is any operation carried out with personal data, such as those relating to the collection, production, reception, classification, use, access, reproduction, transmission, distribution, processing, filing, storage, elimination, evaluation or control of information, modification, communication, transfer, diffusion or extraction.

In line with the LGPD, personal data, construed as all information related to the identified or identifiable natural person, is classified into:

**SENSITIVE PERSONAL DATA:** personal data about racial or ethnic origin, religious belief, political opinion, union membership or organization of a religious, philosophical or political nature, data relating to health or sexual life, genetic or biometric data, when linked to a natural person.

**PERSONAL DATA:** information related to an identified or identifiable natural person.

In and for the exercise of its business activity, Ernesto Borges Advogados may process the following data, without excluding any other that may be necessary, within the framework and legal limits:

- Registration data, such as name, CPF, RG, address and telephone;
- Financial data, such as remuneration; transaction history; credits; sales; possessions; debt certificate; loans;

## PRIVACY AND DATA PROTECTION POLICY

- Family data referring to the family structure; relationships, kinship relationships;
- Procedural data, such as date of birth, nationality, place of birth, age, marital status, country, address, Brazilian Driver's License (CNH), voter's card, military conscription, profession, education, languages, professional registration, PIS/PASEP, CTPS, NIS, NIT, CEI.

These data can be obtained by Ernesto Borges Advogados through online forms or by physical means, directly with Holder or by a third party related to Holder (company where he works, for example), as well as through accessible public sources, such as Court websites, for example.

No matter the source of the data, the treatment will be governed by this Privacy Policy and their Holder will be able to contact us through the email [lgpd@ernestoborges.com.br](mailto:lgpd@ernestoborges.com.br).

### 5. FOR WHAT PURPOSES WE COLLECT DATA ABOUT YOU

We collect data exclusively for the provision of judicial and extrajudicial legal services, in the context of consultancy or litigation.

We may also process your personal data for the purpose of formalizing contracts, billing and collection if you are the individual customer or representative of a corporate customer.

In addition, there is the possibility of processing your personal data for the purpose of maintaining our company x customer relationship, as well as working relationships maintained in our Firm.

## 6. DATA HOLDER RIGHTS

Ernesto Borges Advogados respects your right to privacy, and for this reason it is concerned with providing the necessary means so that you can exercise them and obtain adequate, clear and transparent information about the use and treatment provided by us to your Personal Data.

Therefore, if you want, you can ask us to change incomplete, inaccurate or outdated data, in addition to the exclusion of data provided, including Personal Data, which should be done by email addressed to [lgpd@ernestoborges.com.br](mailto:lgpd@ernestoborges.com.br).

We will analyze your request and, in case it does not imply an interruption in the supply of services provided by Ernesto Borges Advogados or even affects the hypothesis of data retention, it will be answered as soon as possible.

In addition to changing and deleting Personal Data, you can also exercise the following rights, upon request to Ernesto Borges Advogados, by email addressed to [lgpd@ernestoborges.com.br](mailto:lgpd@ernestoborges.com.br) requesting:

- confirmation of the existence of treatment carried out by Ernesto Borges and/or authorized third parties, including after the end of your relationship with us;
- access to data;
- correction of incomplete, inaccurate or outdated data;
- anonymizing, blocking or deleting unnecessary, excessive or treated data that does not comply with the provisions of the LGPD;
- data portability to another service or product supplier, upon express request, in accordance with the regulations of the national authority, with due regard for commercial and industrial secrets;
- information from public and private entities with which the controller shared data use;
- information about the possibility of not giving consent and about the consequences of the refusal;
- revocation of consent for treatment.

## PRIVACY AND DATA PROTECTION POLICY

### 7. WHEN WE DELETE YOUR PERSONAL DATA

Our database and our operations are organized so that your Personal Data is not kept in an identified way for longer than necessary.

In this way, we will keep your Personal Data stored only for as long as it is necessary for the purposes described in this policy, if we are required by law or for the regular exercise of our rights.

It is important to note that we can also maintain your Personal Data in an anonymous way, that is, without being directly or indirectly associated with an individual, for periods longer than that strictly necessary for the exercise of our business activity.

### 8. HOW YOUR DATA IS STORED AND PROTECTED AT ERNESTO BORGES ADVOGADOS

Your data is stored in our internal or external environments, and it is certain that, for this purpose, we have adopted practices and technologies to assist in the protection of this data, avoiding, as much as possible, unauthorized access, destruction, loss, alteration or any other form of inadequate treatment.

With this we seek to get closer and closer to perfection, but, we are aware that incidents are inevitable, so if you are concerned or suspect that your data is at risk, please contact us immediately by email [lgpd@ernestoborges.com.br](mailto:lgpd@ernestoborges.com.br).



## PRIVACY AND DATA PROTECTION POLICY

### 9. OMITTED CASES

Omitted cases will be evaluated by the Information Security Management Committee of Ernesto Borges Advogados for further deliberation.

The guidelines established in this Policy and in the other rules and procedures for the protection of personal data are not exhausted due to the continuous technological evolution, the current legislation and the constant emergence of new threats and requirements.

Accordingly, it is not a definitive role, and the Data Holder is obliged to adopt, whenever possible, other security measures in addition to those provided herein, in order to guarantee protection of personal data processed by Ernesto Borges Advogados.

### 10. CHANGES TO THIS POLICY

All personal and sensitive data processed by Ernesto Borges Advogados will be in accordance with the provisions of this Policy, which, due to external and internal legal changes, can be changed in whole or in part, at any time.

### 11. REVIEW AND APPROVAL OF THIS POLICY

This policy must be revised every 02 years or at any time, if so desired by Ernesto Borges Advogados, or when necessary.

The updated version will be made available on this page.

Date of publication of this Privacy Policy on our  
website: 03/26/2021

Date of Latest Update: 03/26/2021

Campo Grande | MS  
Cuiabá | MT  
Goiânia | GO  
Palmas | TO  
Brasília | DF  
Porto Alegre | RS  
[ernestoborges.com.br](http://ernestoborges.com.br)