

## PRIVACY POLICY

Mattos Filho, Veiga Filho, Marrey Jr. e Quiroga Advogados ("Mattos Filho") is committed to respecting the privacy of Users and has created this privacy policy ("Privacy Policy") to provide Users with a clear understanding of how Mattos Filho uses and processes personal data and information.

PLEASE READ THE FOLLOWING PRIVACY POLICY CAREFULLY. IT DESCRIBES HOW TO HANDLE PERSONAL INFORMATION PROVIDED BY USERS WHEN ACCESSING AND USING MATTOS FILHO'S WEBSITE ("WEBSITE") AND/OR SERVICES, AS WELL AS WHEN REGISTERING FOR EVENTS PROMOTED BY MATTOS FILHO.

For the purposes of this Privacy Policy, "Users" are all the individuals who in any way use Mattos Filho services.

### 1. TYPES OF INFORMATION COLLECTED AND HOW IT IS USED

Mattos Filho may collect basic information that identifies Users as individuals ("Personal Data"), such as name, address, email address, telephone number and other details listed below, in order to ensure the experience of Users of its services. Mattos Filho will only collect the information provided by Users for the execution of its services or as established in this Privacy Policy.

In general, Users' Personal Data is used to provide them with legal services. Furthermore, Personal Data is used to identify and make available content relevant to Users, as well as send them:

- institutional messages
- memorandum
- newsletters
- event-related save the date, invites, reminders and thank-you notes
- event materials produced by the firm
- client feedback surveys
- printed material, including books and annual and social reports, for example

We will only use Personal Data for the purposes of making available and sending the information established in this Privacy Policy. From time to time, we may request that you update your information for our CRM database (Client Relationship Management), including name, email address, telephone numbers, companies and physical addresses.

When applicable, we may use Personal Data for the following purposes:

- If Users register on our Website, we may collect details such as name, email address, positions and company name for registration in our mailing list and to be able to send out our publications;
- If Users are Mattos Filho professionals or international associates, we may collect and store their information to manage their employment relationship, in compliance with our internal policies;
- If the User is a candidate for employment with Mattos Filho, we may collect and store his or her details to be able to contact him or her and carry out job interviews;
- At student fairs, we may collect names, email addresses, telephone numbers, name of universities the students attend, courses and other relevant information to get in touch to offer professional opportunities;
- If you want to join our Alumni Program, we can collect your Personal Data once you leave Mattos Filho, for future interaction;
- If you are at another law firm, we may use your Personal Data to contact you to carry out surveys and exchange and collection information.

On occasion, Mattos Filho may use the Personal Data it collects, including names, email addresses and telephone numbers for Users to be able to refer our services to national and international legal publications.

If Users would like Mattos Filho not to use their Personal Data in the manner described in the present Privacy Policy, please let us know by emailing us at: [mattosfilho@mattosfilho.com.br](mailto:mattosfilho@mattosfilho.com.br).

With the exception of cases when **(i)** we are obliged by law, **(ii)** it is necessary for the purposes of providing legal service to Users; **(iii)** it is necessary to exercise or defend the rights of Mattos Filho or, **(iv)** we have a legitimate interest in processing your data, we will not use the Personal Data without first obtaining the consent of its owner.

We do not sell or commercialize the information collected on our Website or during the provision of our services. However, we may share such data with our agents, employees or business partners for the exclusive purpose of carrying out the services offered by Mattos Filho.

The use of the information collected and/or stored requires the processing of data that may be carried out by Mattos Filho or companies hired for such purposes, in Brazil or abroad, but who are also subject to this Privacy Policy.

Mattos Filho does not disseminate to any third parties personal information that can identify individual Users and that they have provided. However, should a request be issued through an order issued by a competent authority in the fulfillment of its legal attributions, or in case of breaches or suspected breaches of this Privacy Policy, the Terms of Use or the Law, Mattos Filho may be required to make available Personal Data that is being stored. However, Mattos Filho is

committed to limiting such transfer of information to the minimum requirements needed to comply with the request.

## **2. CORRECTING, UPDATING AND DELETING PERSONAL DATA**

Mattos Filho will give Users the ability to ensure their Personal Data is up to date and accurate. As permitted by applicable legislation, Users can request the correction, updating or deletion of their Personal Data. In such cases, they should send an email to: [mattosfilho@mattosfilho.com.br](mailto:mattosfilho@mattosfilho.com.br) and we will take all reasonable efforts to comply with their requests.

Should Users opt to not receive regular emails regarding Mattos Filho services, information and events, they can also use [mattosfilho@mattosfilho.com.br](mailto:mattosfilho@mattosfilho.com.br) to send an email informing us that they no longer wish to receive such information. They will also be able to follow instructions on how to unsubscribe when they no longer receive such communication and/or information. We will honor such requests and will no longer send these Users such communication. This option can be chosen at any time.

When required by applicable legislation, Mattos Filho may provide Users with a copy of their Personal Data that we have in our control, as well as the ability to switch to a different service and/or website. To do so, they should also send an email to [mattosfilho@mattosfilho.com.br](mailto:mattosfilho@mattosfilho.com.br).

## **3. COMMUNICATIONS**

If Users are concerned with the purposes for which we use their Personal Data, they should voice their concerns in an email to [mattosfilho@mattosfilho.com.br](mailto:mattosfilho@mattosfilho.com.br). Our goal is to respond within a reasonable time – usually 30 (thirty) days.

Any other questions, criticisms, suggestions or complaints can also be sent to the above email address.

## **4. SECURITY**

Mattos Filho is committed to the security of Users' Personal Data and reasonable care is taken to maintain such protection. Market standard security systems and technical, physical and management procedures are in place to protect Personal Data of users.

## **5. THIRD-PARTY WEBSITES**

As a resource for our Users, we may provide links to other websites on the Internet. Mattos Filho is not liable for these websites and content and, furthermore, it does not share, subscribe to, monitor, validate or accept the form in which these websites or content storage tools, collect, process and transmits personal and private data. We recommend Users consult the respective

privacy policies of such websites to inform themselves adequately of the use of their personal information by third-party websites or other tools.

## **6. COMPLAINTS**

If Users have a concern that we are in breach of a law or rule regarding privacy, they should send an email to [mattosfilho@mattosfilho.com.br](mailto:mattosfilho@mattosfilho.com.br) outlining their concern. Our goal is to respond to their complaints within a reasonable time – usually within 30 (thirty) days.

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

Mattos Filho may change its Privacy Policy. Users should check this page from time to time in order to ensure they agree with any potential changes. By continuing to use Mattos Filho's Website and/or services, Users agree to be bound by this Privacy Policy and any potential changes it undergoes.

Should significant changes be made to the Privacy Policy, we may request Users to consent again as a condition for their continued use of Mattos Filho's Website and/or services.

This Privacy Policy was updated on May 25<sup>th</sup>, 2018.