

1. Introduction

Your privacy is important to **INESCAP** (hereinafter referred to as “we”, “our”, or “**INESCAP**”), and we are committed to protecting your personal data. In this Privacy Notice, we aim to inform you about the ways in which we collect, use, protect, and process your personal data, based on the principles established by applicable privacy and personal data protection laws and regulations.

Please read this document carefully to understand how we collect, use, protect, and process your data.

As part of its Privacy and Data Protection Governance, **INESCAP** has appointed a Data Protection Officer (DPO) who, among other responsibilities, receives complaints and communications from data subjects, provides clarification, receives communications from the national data protection authority, and adopts the necessary measures.

INESCAP maintains continuous awareness practices among its employees regarding activities involving the processing of personal data, as well as internal procedures to ensure the protection of data processed by the organization.

2. What data do we collect?

We collect personal data that you provide to us through the following means: information entered directly by users on our website; registration forms; newsletter subscriptions; our websites and mobile applications; online forms; job applications; communications made with **INESCAP**; or any other method through which you voluntarily provide your data.

We also collect data through the use of cookies (or similar technologies, such as tags, pixels, and JavaScript) to optimize our website and analyze website traffic. To learn more about the use of cookies, how we use them, and how you can manage or delete them, please refer to our Cookie Policy.

3. Why do we collect your personal data?

The personal data collected is used for the purposes for which it was provided. For example, if you use our registration forms or provide information to download materials, we will use this information to respond to your request and/or provide the requested content.

If you apply for a job position, we may retain your data based on our legitimate interest in contacting you for future opportunities.

We may also collect personal data when you interact with or comment on our social media channels, as described in this Privacy Notice.

4. How are our Services connected to social media?

We respect your preferences on social media platforms and only collect information that you have made public or chosen to share with **INESCAP**.

The information shared may be used to improve our communication with the public and ensure the availability of relevant content regarding our products and services.

5. Who Is Responsible for Processing Your Data?

INESCAP is the controller responsible for processing personal data under the terms of this Privacy Notice.

We are committed to ensuring the protection of the data of our customers, website users, mobile application users, and any other individuals whose personal data may be processed by us.

INESCAP adheres to the following principles:

- Personal data is collected for specific, explicit, legitimate, and informed purposes and is not processed in a manner incompatible with those purposes;
- Personal data is retained only for as long as necessary to fulfill the purposes of processing or as required by the applicable legal basis;
- Appropriate technical and organizational measures are implemented to ensure the security of personal data processing, protect the rights of data subjects, and comply with legal and regulatory requirements.

6. With Whom Do We Share Your Data?

INESCAP may share your data with business partners, service providers, or public authorities when necessary to comply with legal obligations or to perform services.

As permitted by law, we may engage third parties to provide certain services. In such cases, we implement specific contractual provisions to ensure compliance with applicable privacy and data protection requirements.

7. Does INESCAP Transfer Your Personal Data to Other Countries?

If necessary, personal data may be transferred to service providers or business partners located outside the country where the data was originally collected.

INESCAP adopts appropriate technical, administrative, and organizational measures to protect your personal data during international transfers, in accordance with applicable legislation.

You may request additional information regarding the international processing of your personal data through our Privacy and Data Protection Channel.

8. How Long Do We Retain Your Data?

INESCAP retains your personal data for as long as necessary to fulfill the purposes of processing and/or as required by the applicable legal basis.

The retention period may vary depending on the purpose of processing, the existence of a contractual relationship, or legal and regulatory obligations that establish specific retention periods.

9. How Do We Protect Your Data?

We implement appropriate technical and organizational measures to protect the personal data shared with us, considering the nature of the information and the risks involved, in order to prevent unauthorized access, loss, alteration, misuse, or improper destruction.

10. Do We Use Cookies?

We use cookies to optimize our websites and analyze website traffic. Cookies are essential for the proper functioning of the website and are intended to improve users' browsing experience.

For example, cookies may remember preferences such as language and country settings, including during future visits.

The information collected also helps us continuously improve our website, analyze usage patterns, and ensure that content remains relevant to users' interests.

You may change your cookie settings at any time through your browser settings. For more information, please refer to our Cookie Policy.

11. What Are Your Rights?

As a data subject, you may exercise the following rights, subject to applicable data protection laws:

- Confirm whether your personal data is being processed;
- Access your personal data;

- Request the correction of incomplete, inaccurate, or outdated personal data;
- Request data portability, when applicable;
- Request the deletion of personal data, where legally permissible;
- Obtain information regarding the sharing of personal data with public or private entities;
- Be informed about the possibility of refusing consent and the consequences of such refusal;
- Withdraw consent previously granted;
- Object to the processing of personal data, where applicable;
- Request the anonymization, blocking, or deletion of personal data.

To exercise your rights, please contact us through the channels provided below.

12. How Can You Contact Us?

Requests related to privacy and data protection may be directed to:

Data Protection Officer (DPO) – INESCAP

Rua Gilvani Augusto Criminácio, 215 - São José dos Pinhais – Paraná – Brazil

E-mail: inescap@inescap.com.br

Please provide your full name, e-mail address, relationship with **INESCAP**, and any additional information necessary for us to identify you and verify your identity.

13. Updates to This Privacy Notice

INESCAP may update this Privacy Notice whenever necessary to reflect changes in the way we process personal data.

We recommend periodically reviewing the most current version of this document.

This Privacy Notice was last updated in **January 2025**.