

# PRIVACY POLICY

PETRONECT

## WHAT IS IT FOR?

This Privacy Policy describes how Petronect collects, stores, processes and shares the personal data of Data Holders not only in their internal organization, as well as with other companies and business partners and government agents.



## NOW YOU NEED TO UNDERSTAND SOME CONCEPTS

- Controller - Natural or legal person, of public or private law, who is responsible for decisions regarding the processing of personal data;
- Data Holders - The persons holding personal data.
- DPO - He is responsible for the company's communication with the holders and the National Data Protection Agency, and for providing guidance on best practices, whose acronym in the English language means "Data Protection Officer" or Data Officer. At Petronect, the holder of the Personal Data may contact the DPO at the address [dpo@petronect.com.br](mailto:dpo@petronect.com.br);
- IP - Internet Protocol, used as a unique identifier for each computer connected to a given network;
- LGPD - Brazilian law providing on the protection of personal data (Law 13.709/2018);
- Personal Data - Information relating to an identified or identifiable natural person, including identification numbers, location data or electronic identifiers if they are related to a certain individual;
- Processor - Natural or legal person, of public or private law, who carries out the processing of personal data on behalf of the controller.

## WHICH LEGAL BASES JUSTIFY THIS DOCUMENT?

- General Data Protection Law - Law 13.709/2018 (Brazil);
- Regulation (EU) N° 2016/679 Of The European Parliament And Of The Council of 27 April 2016;
- Civil Rights Framework for the Internet - Law 12.965/14 (Brazil).



## HOW PETRONECT RECEIVES PERSONAL DATA?

1. When a natural person is registered with Petronect;
2. When company's User Administrator provides personal Data on the Portal;
3. When any operation is carried out, not limited to the services provided by Petronect through the Portal, by e-mail or call service.



## WHICH PERSONAL DATA ARE CARRIED BY PETRONECT?

The personal data may include:

1. Full name;
2. Taxpayer identification number (CPF);
3. Address;
4. E-mail;
5. Contact phone;
6. IP (Internet Protocol);
7. Position held;
8. Other documents capable of identifying the person.



## FOR WHAT PURPOSES DOES PETRONECT USE PERSONAL DATA?

Petronect uses personal data strictly for performing its business activities.

## HOW LONG TIME PERSONAL DATA ARE THEY STORED ON PETRONECT?

Personal data are kept for the necessary time para to complete Petronect's business activities or until the Holders of Personal Data requires the elimination, provided that it does not jeopardize Petronect's compliance with legal, contractual or regulatory obligations.

## WHICH SITUATIONS DOES PETRONECT SHARE PERSONAL DATA?

The access to personal Data is limited to Petronect and accessed by Users to perform their activities on a need-to-know basis. Personal data may be shared with Petronect's business partners solely for performing their business activities.

## CAN PETRONECT TRANSFER PERSONAL DATA TO OTHER COUNTRIES?

Yup. Mainly with Bolivia, Colombia, Holland and the United States.

## IMPORTANT YOU KNOW THAT:

- Petronect reserves the right to change and update this Policy occasionally. The last updated version of this policy will be always posted when you first access the internal to the Portal, and you can consult it at any time in the external tab "Data Privacy" of the Petronect website.
- Petronect believes that keeping and preserving the privacy of data of Users is an important value. This Privacy Policy and other Policies, Resolutions and actions of Petronect represent an effort towards the assurance of Users' information security.
- Petronect acknowledges that, despite the efforts to protect Users' personal data, cybercriminals may develop methods for accessing them. Therefore, Petronect cannot guarantee total protection against unauthorized access to any information provided.
- All Petronect employees know the content of this document, as it forms part of the your training.



# APPLICABLE AREAS

All Petronect employees.

# MEASUREMENT AND ASSESSMENT

N/A.

# CONTINGENCY ACTION

N/A.

# VERSION HISTORY

1. Document transferred from the SI area. Old code SI-PL-0002. Changed the concepts.
2. Inclusion of the concepts "controller" and "operator"; inclusion of a new category of personal data processed; inclusion of the availability of the document in the external tab of the Portal.

*Petronect*