

EN — Privacy Policy (Revised)

This Privacy Policy (“Policy”) applies to all information collected by Papelito and its affiliates and subsidiaries (“Papelito”). The purpose of this Policy is to inform you about the collection, use, maintenance, and disclosure of your information by Papelito.

Types of Information We Collect

Papelito collects data directly to provide the best experience with our services and products. We collect your information in three ways:

1. through websites operated by Papelito;
2. through your use of our services; and
3. from information you provide to us.

Websites Operated by Papelito

When you visit any website owned by Papelito, we may use third-party services to collect and store information.

Your Use of Our Services

When you use or interact with Papelito’s services or products, we may collect information about your interactions, which services you use, and how you use them.

Collected information may include: device information, location information, unique application identifiers, cookies, and similar technologies.

Information You Provide to Us

Papelito customers: Some services may require you to create an account. When you register, we may request personal information such as your name, email address, and your company’s name and details.

Customers of Papelito’s customers: Some data requested by our clients through their use of our services (e.g., forms) are personally identifiable information, which may include, without limitation, your name, address, phone number, email address, and your company’s name and details. You will provide this information when using our clients’ websites.

Website users: When you complete our forms, you provide information that may include, among other things, your name, email address, company name and details, and job title. You provide this information in response to prompts while using our websites.

Information Not Collected

The following personal information should **not** be provided through our services and will not be collected: financial information (including, without limitation, bank account and credit card numbers), identification numbers (such as national ID, **CPF**, driver's license, or passport numbers), and any information considered **sensitive data** under the **Brazilian General Data Protection Law (Lei Geral de Proteção de Dados – LGPD)**.

Information We May Place on Your Computer

Papelito's software may store certain information on your computer via **cookies** or similar files, which help us and our clients in several ways. A cookie is a small data file a website can send to your browser, which may store it on your hard drive. If a cookie is stored, we may recognize you upon your next visit to the same site. For example, cookies help align content with your interests and preferences. In most browsers, you can delete cookies, block all cookies, or receive a warning before a cookie is stored.

Please consult your browser's instructions for details. Note that certain website features may not function if cookies are blocked. For more information, please read our **Cookie Policy**.

Web Beacons

We may use **web beacons** alone or together with cookies to gather information that helps us track the existence and/or nature of interactions occurring through our clients' websites. A web beacon is a clear electronic image that can recognize certain information on your computer, such as cookies, when you view a website connected to that beacon. We may also use anonymous information about your visits to our clients' websites to improve their products and services and to help them provide useful and relevant information about products or services that may interest you.

IP Addresses

Papelito automatically logs certain information, which may include your web requests, your interaction with a service, the Internet Protocol (IP) address of the device you use to access the website, your browser type and language, and the date and time of your request.

Residents of the European Economic Area (EEA)

If you are an EEA resident, you have the following data protection rights.

If you wish to access, correct, update, or request deletion of your personal information, you may contact us at any time.

In addition, you may object to the processing of your personal information, request that we restrict processing of your personal information, or request portability of your personal information.

You have the right to opt out of marketing communications at any time by clicking “unsubscribe” in our marketing emails.

Likewise, if we collected and processed your personal information with your consent, you may withdraw your consent at any time. Withdrawal will not affect the lawfulness of processing carried out before the withdrawal, nor processing based on legal grounds other than consent.

You have the right to lodge a complaint with a data protection authority regarding our collection and use of your personal information. For more information, please contact your local data protection authority.

We will respond to all requests to exercise data protection rights in accordance with applicable law. We reserve the right to retain information we deem necessary to comply with legal obligations and enforce our agreements.

Opt-Out

If you do not want your personal information collected, do not use our website or our clients’ websites or tools provided by either, and request deletion of your personal information. You should contact clients directly to agree on alternative ways to provide required information.

Responsibility for Onward Transfers — Third Parties

Papelito may use agents/third parties to provide services on its behalf. We may share the information you provide with such agents **solely** so they can perform services for Papelito. These third parties are bound by confidentiality obligations and subject to sanctions, including termination and liability, in case of non-compliance.

Security

Papelito uses its best efforts to ensure data security and privacy, including software and hardware safeguards. This includes internal reviews of data collection, transmission, storage, and processing practices, as well as encryption and physical safeguards to prevent unauthorized access to systems where we store collected information.

Data Integrity and Purpose

Unless expressly stated otherwise, we **do not** sell, trade, or rent to third parties the personal information collected on the site. When you provide personally identifiable information, we use it as follows:

- **Clients:** will have access to personally identifiable information collected through their websites in accordance with their privacy policies.
- **Service providers:** where applicable, will have access to the information we collect to help us provide services to our clients.
- We may disclose information to third parties when we have reason to believe disclosure is necessary to identify, contact, or take legal action against someone causing injury to or interfering (intentionally or otherwise) with the rights or property of Papelito, our clients, or users of our website or our clients' websites.
- We will disclose information in response to requests from regulatory bodies or authorities.
- We may disclose information when we believe in good faith that the law requires it (e.g., in response to a subpoena or court order).
- We may use your data for **marketing campaigns, email marketing, and sales qualification**, including contacting you by email or phone.
- By completing forms on our website, you agree to provide information to us and to receive promotional and educational content related to Papelito's products and services.
- We may use your data for **recruitment**, sending job openings and freelance opportunities.
- Papelito and our clients may use **aggregated, non-personal data** to improve our software and clients' sites, or to analyze interest in and effectiveness of those websites. Papelito provides mechanisms to help clients keep personally identifiable information relevant, accurate, and complete for its intended use.

Please note that Papelito may disclose personal information in response to lawful requests by competent authorities or where required by law.

Access

Upon written request and with our client's consent, Papelito will use best efforts to allow you to correct, modify, or delete personal information shown to be inaccurate or incomplete. Authorization from the client is required before any change is made.

Enforcement and Accountability

Papelito will conduct periodic audits regarding obligations and compliance with this Policy. Any breach of this Policy is subject to disciplinary action, including termination of employment.

Dispute Resolution

Questions or complaints about your information should be directed to the website owner. If your question or complaint relates to Papelito's use of your personal information, you may contact us at:

Papelito / RCS LTDA

Attn: [Papelito Address]

Papelito will respond within three (3) days from receipt of the notice or within the timeframe established by local law. Papelito will cooperate with applicable data protection authorities in the event of unresolved complaints.

In some circumstances, court proceedings may be necessary.

Changes to This Privacy Policy

Papelito reserves the right to modify this Policy at any time and will notify you by posting an addendum on our website. Changes take effect on the date of publication. We encourage you to review this Policy periodically.