




LIFE POLICY OF PRIVACY AND DATA USE

LIFE-IN-PO005-1.0-English

Version 1.0 International – English

(SEPTEMBER/2021)

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OBJECTIVE

Present how personal information from people that contact LIFE Institute is collected, stored, used, and protected.

APPLICATION

It applies to people who contact, access, or use LIFE Institute's registration forms.

APPROVAL

Document approved by LIFE Institute's directorship.

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LIFE POLICY OF PRIVACY AND DATA USE

At LIFE Institute, privacy and security are priorities and we are committed to a transparent data management of our contacts personal data.

Personal data obtained through our forms will not be shared with third parties. If needed, with the prior consent of the individual, should LIFE Institute transfer personal data to third parties, we will let you know to whom and with which purpose.


This Privacy Policy sets out how information is collected from users who access or fill our registration forms. The act that legitimizes the processing of your data is the consent you give us by submitting the form with your personal data. You can revoke the consent you gave us at any time, as well demand the deletion of your data from or database by sending an e-mail to contato@institutolife.org.

The information provided will be utilized in the ways described in this policy, dictated by the norms of the Brazilian General Law of Data Protection (LGPD, Federal Law 13.709/2018), the consumerist dispositions in the Federal Law 8078/1990 and any other applicable rules of the Brazilian Legal System. Thus, LIFE Institute registered under CNPJ/MF nº. 11.029.487/0001-51, assuming the role of a data controller is bound by the provisions of this privacy policy.

1. How do we collect your data?

Your data can be collected by the following ways, whenever you get in contact with us showing interest in our work:

- a. When subscribing to our newsletter at the LIFE Institute website.
- b. When registering for any event in which we host or take part organizing.
- c. By contacting any member of the LIFE Institute team by e-mail, during an event, or introduced to us by a third party.
- d. By participating on any survey or research linked to LIFE Institute activities.

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2. What data do we collect?

Some personal data is collected, which may include name, address, telephone number, e-mail, organization in which you work, sector of the organization and function performed.

3. How and why do we utilize your information?

We may use your information to:

- a. Keep a record of your relationship with LIFE Institute.
- b. Keep you well informed about our initiatives and activities that may interest you.
- c. Send you information in which you may have shown interest, or information you have requested (e.g., Newsletter).


4. With whom will we share your data?

LIFE Institute will never sell any of your data to third parties. It is possible that your information will be shared with other institutions that collaborate with us that are directly involved in the projects in which you have expressed interest in, and with those collaborators with whom we jointly develop projects for you or your organization through an established contract. There will be data protection agreements with these organizations to ensure that they cannot use your data for any other purposes without your consent.

5. What are your rights?

Article nº 18 of the General Law of Data Protection states that you can, for free and at any time:

- **Confirm the existence of data processing**, in a simplified way or in a clear and complete format.
- **Access your data**, being able to request it electronically.
- **Fix your data**, request editing, correction, or update if the information is wrong or incomplete.

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- **Restrict your data**, through anonymization, blocking or elimination when unnecessary, excessive, or treated in violation of the law.
- **Delete your data**, through an e-mail registering your consent.
- **Revoke your consent**, disallowing the processing of your data.

To exercise your rights, you must contact LIFE Institute by e-mail at: contato@institutolife.org. To guarantee your correct identification as the holder of the personal data, object of the request, we may request documents or other proof that may prove your identity. In this case, you will be informed in advance.

6. How and for how long will your data be stored?


Your personal data collected by LIFE Institute will be used and stored in our database for as long as LIFE Institute lasts, unless otherwise requested by you.

7. How do we protect your data?

Employees of LIFE Institute as well as partnered associations who may come into contact with your personal information, are required to adhere to the Privacy Policy and confidentiality agreement.

8. Amendments to this Privacy Policy

The current version of the Privacy Policy was formulated and last updated on: 09/10/2021. We reserve the right to modify this Privacy Policy at any time, mainly due to the adequacy of any changes made to our website or in the legislative sphere. We recommend that you review it frequently. Any changes will take effect as of their publication on our website and we will always notify you of any changes that have occurred. By using our services and providing your personal data after such modifications, you consent to them.

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DOCUMENT MODIFICATION HISTORY

Version	Date	Changes specifications
1.0	09/10/2021	Document first issued.