



**Atvos Bioenergia S.A.** (“Atvos Bio”) It has ethics and integrity as a Business principle and acts transparently and honestly with those with whom it relates.

For this reason, we have prepared this Privacy Notice to help you understand what information we collect from you, for what reason(s) we collect it and with whom we share it. In addition, this Notice also deals with your rights related to this information and how to exercise them with Atvos Bioenergia S.A and its Subsidiaries.

We recommend that you read this Privacy Notice from beginning to end, as it explains how we treat your personal information and how you can exercise your rights with us.

It is important that you periodically review this information, as this Privacy Notice may change.

## **WHAT DO YOU NEED TO KNOW BEFORE READING THIS NOTICE?**

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**Personal Data** is all the information that allows you to be directly identified or that has the potential to make you identifiable. For example, your name, CPF (Individual Taxpayer Registration), e-mail, profession, among others.

**Supervisor** is the person on our team responsible for taking care of your privacy here at Atvos. If you have any doubts about how your data is treated by us, they will help you.

**Processing** is any operation or set of operations carried out on Personal Data or on sets of Personal Data, by automated or non-automated means, such as the collection, registration, organization, structuring, conservation, adaptation or alteration, recovery, consultation, use, disclosure by transmission, dissemination or any other form of accessibility, comparison or interconnection, limitation, erasure or destruction.

## **WHAT PERSONAL DATA DO WE PROCESS?**

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When you relate to us, in addition to the information about your company or the company you work for, you provide us with various Personal Data of yours, essentially so that we can make

viable the offer and/or provision of our products and/or services. As for other data, we collect it automatically in systems for our own use or through third parties hired by us.

Below, grouped into categories, we present the main Personal Data and processing about you:

- **Identifying information**, such as your name, ID, CPF (Individual Taxpayer Registration), marital status, gender, nationality, date of birth, driver's license, e-mail, telephone, address, marital status, affiliation, age and name of dependents;
- **Education information**, such as training, academic history, languages, qualifications and certifications;
- **Financial information**, such as credit card number, bank details (branch, bank and account), public record of assets;
- **Information that helps us to contact you**, such as corporate email and business phone;
- **Professional information**, such as profession, position and company in which you work, warnings and disciplinary measures, training data, professional identification, salary expectation, professional experience, salary; and
- **Complementary information**, such as vehicle data, username in a messaging application, profile on social networks, affiliation with a political organization and/or political opinion.

We may also collect other information that does not personally identify you. This other information includes browser and device information, website and application usage data, IP addresses, demographic information, such as geographic location, primary language, and information collected by cookies and other technologies or information that has been anonymized or aggregated.

If we link this information to your personal data, we will process that linked information as Personal Data.

## **HOW CAN PERSONAL DATA BE USED BY US?**

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### **Commercial relations**

We process your Personal Data so that it is possible to make our business relationship viable, enabling the execution of our services, depending on the contract signed with you.

We collect your data so that it is possible for us to:

- Make a thorough assessment of our partners and suppliers;
- Sign contracts and execute them in their entirety;
- Prospect, renew or subrogate contracts from partners and/or leases;
- Register partners in our management systems and their main points of contact;
- Carry out a follow-up of the service contracted/provided during the current contract;
- Make technical visits feasible;
- Release purchase and sale goods and make sure of the final destination;
- Enable environmental authorization and renew our certifications and licenses;
- Authorize vehicle entrances and exits in our yards;
- Recruit and select new staff;
- Register visitors;
- Carry out internal audits.

That way, we process your Personal Data to enable the purposes for which you provided them to Atvos or for other purposes compatible with them and informed to you at the time your data is collected. For example, we may process your professional and identification information to enable the marketing of our products, from your first contact, to the issuance of invoices and delivery of purchased products.

Based on our legitimate interest, we may also process your Personal Data to enable our daily activities, always observing the limits of your expectations and the applicable legislation. For example, to carry out internal market intelligence studies, to allow a better distribution and allocation of our internal resources, or, even to measure quality and satisfaction with our products and services.

In addition, we will be able to process your Personal Data, too, so that it is possible to carry out an assessment of the performance level of our customers, through consultations with credit bureaus and, thus, understand the consumption profile of your company or the company for which you work compared to the market.

## **Contacts**

On our website there are some communication channels for direct contact with us, which can be used by you. When using one of these channels, your Personal Data will be transmitted to us and saved. In this context, we use your data only to advance your contact, either to respond to your message, or to evaluate your professional profile, sent to "work with us" or "contact us."

## Legal obligation and our rights

We also process your data to meet our obligations under the law, regulations of government agencies, tax authorities, the Judiciary and/or other competent authority. This process may include your complete qualification data, personal documents, among others, for example, in compliance with the provisions of the National Agency of Petroleum, Natural Gas and Biofuels (ANP).

Even after your relationship with us has ended, we may process some of your personal data to comply with our legal or regulatory obligations, or to exercise our rights guaranteed by law, including as evidence in legal, administrative or arbitration proceedings.

## COOKIES AND LINKS

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Cookies are small files created by websites visited and added to your computer, through the browser. These files are commonly used to identify the visitor, to personalize the page according to the profile or to facilitate data transport between the pages of the same website. But rest assured, a cookie does not give us access to your computer or reveal information other than what you choose to share.

Atvos Bio uses cookies for different purposes, such as generating access statistics, enabling you to browse without complications and expeditiously, and remember your language preferences. See below the cookies we collect on our website:

**Session cookies:** temporary and deleted when you close your browser. When you restart your browser and return to the website that created the cookie, that website treats you as a new visitor.

**Persistent cookies:** remain in your browser until you delete them manually or until your browser deletes them, according to the period of time established by the cookie. These Cookies will recognize your return as a visitor.

**Necessary cookies:** strictly necessary for the operation of a website. They allow you to browse a website and use the features of that website. It's not possible to oppose this process or to disable these cookies.

**Third-party cookies:** cookies placed on a website by third-party companies. Third-party companies may use the data collected by these cookies to anonymously send you targeted advertisements from other websites, based on your visit to a website.

**Tracking cookies:** cookies that allow your data to be shared collectively between unrelated websites and with the intention of tracking and sharing an internet user's browsing habits.

You can disable cookies in your browser settings. However, the necessary cookies are essential for the normal operation of our website, so the opposition to their use may result in the invalidation of your experience or the suspension of your access.

In addition to cookies, our website may also contain links from third parties, with the sole purpose of providing another benefit to our visitors. We emphasize, however, that the inclusion of these links and frames does not mean that we are aware of, agree with or are responsible for them or for their respective contents.

## **WITH WHOM DO WE SHARE YOUR PERSONAL DATA?**

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We share your Personal Data with companies, Subsidiaries and **Atvos Bioenergia S.A.**, consultancies, public and credit protection agencies, the National Agency of Petroleum, Natural Gas and Biofuels (ANP), other regulatory agencies, business partners and some financial institutions.

To protect your privacy, we use contractual instruments and audits to ensure that third parties who receive your Personal Data on our behalf, give them the same protection as we do.

Eventually, it is possible for your Personal Data to be transferred outside of Brazil. In these cases, we will make sure that this transfer takes place only for countries that have a degree of security similar to that provided for by Brazilian law, or when the National Authority for the Protection of Personal Data so authorizes.

You can have more information about the third parties with whom we share your data, by means of a specific request, as detailed below.

## **WHAT ARE YOUR RIGHTS?**

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As the holder of Personal Data, you have the following rights regarding your personal information:

1. Knowing if we carry out any processing with your Personal Data and which data is processed;
2. Correct or request the correction of incomplete, inaccurate or outdated data;
3. Request unnecessary or excessive data to be anonymized, blocked or deleted;
4. Request data portability from another supplier of similar products or services;
5. Request the elimination of the data collected and used based on your consent;
6. Obtain information about the public or private entities with which we share your data;
7. When the processing activity requires your consent, you may refuse to consent. In that case, we will inform you about the consequences of not carrying out such an activity;
8. When the processing activity requires your consent, you may revoke it at any time.

To exercise your rights, contact our Supervisor (DPO), by email at [privacy@atvos.com](mailto:privacy@atvos.com).

## **HOW LONG DO WE PROCESS YOUR PERSONAL DATA?**

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We will retain your Personal Data for as long as is necessary to fulfill the purpose for which it was collected, unless a longer retention period is required to fulfill legal obligations, safeguard our rights or comply with judicial/extrajudicial agreements.

To determine the retention period for your Personal Data, we rely on the following criteria:

- Whether we have a legal or contractual obligation to retain Personal Data, or whether it is necessary for the purposes of investigation, auditing or litigation;
- Whether they are necessary to maintain accurate business and financial records.

## **HOW DO WE KEEP YOUR DATA SECURE?**

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We have adopted strict policies and procedures that determine how Personal Data should be processed here at Atvos Bio. These rules are intended to ensure the proper and lawful treatment of Personal Data.

We also adopt technical measures to keep your Personal Data safe and protected from unauthorized access and accidental or unlawful situations of destruction, loss, alteration, communication or any other form of improper or unlawful treatment, always in the light of the applicable data protection and information security rules.

Our security measures are continuously monitored and reviewed according to technological advances and organizational resources.

## **QUESTIONS?**

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If you have any questions, you can contact us by email at [privacidade@atvos.com](mailto:privacidade@atvos.com). Our Supervisor is Luciano Livino de Melo and he can clarify any doubts about how we process your Personal Data.

## **UPDATE**

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Some of the information provided here may be updated or changed. Therefore, we advise you to consult this Notice periodically in the GED.