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Personal Data Privacy Policy

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1. OBJECT

Please read this Privacy and Personal Data Protection Policy carefully to understand our policies and practices regarding your Personal Data and how this data is processed.

This policy applies to individuals (natural persons) who interact with Forship services as customers, representatives of our partners, and other holders of personal data (You). This policy explains how the Forship Group (referred to in this policy as "Forship," "We," or "Us") collects, uses, and discloses your personal data. It also tells you how to access and update your personal data and make certain decisions about how it is used.

2. SCOPE

This policy covers our online and offline data processing activities, covering the personal data we collect through our various channels.

Please note that we may aggregate combined personal data from different sources (e.g., our website and *offline* events). As part of this, we combine personal data that different Forship Group entities or partners collected initially. For more information on how to object to this, consult the section "About your rights regarding Personal Data."

In some specific cases, if you decide not to provide us with your personal data indicated as necessary (we will indicate when this is the case, for example, by explicitly putting this information on our forms), we may not be able to provide you with our products and/or services.

3. RESPONSIBILITIES

It is the Forship Group's responsibility to update and disseminate this policy to all interested parties at all times.

The DPO (*Data Protection Officer*) is responsible for meeting the demands of data subjects, DPOs, or other interested parties.

It is the responsibility of the person holder of the personal data to know and understand the policy and report any divergence or doubt through the contact channel with the DPO.

4. EXECUTION SYSTEM

4.1. SOURCES OF PERSONAL DATA

We collect your Personal Data from the following sources:

- *Websites* and systems of the Forship Group and group companies: All our *websites* can be used to collect personal data. This includes *websites* that we operate directly through our domains and IP addresses and *websites* or pages that we set up on third-party services, such as *Facebook*, *Linkedin*, and other third parties that offer this type of service.
- E-mail and instant messaging systems: Services used to maintain electronic communications between you and the Forship Group, including those provided directly by us or third-party services such as *WhatsApp*, *Telegram*, *SMS* (short message service), and similar.
- Ads, advertisements, and *online* forms: Interactions with any Forship Group ads, advertisements, and *online* forms.
- *Offline* records: Records filled out offline and distributed during events, visits, and other interactions with the Forship Group.

- Data received from third parties: Including, but not limited to, social networks and third-party websites such as Facebook, Instagram, LinkedIn, and the like, data aggregator services, Forship Group partners, public sources and data received during the acquisition of other companies.

4.2. WHAT PERSONAL DATA WE COLLECT AND HOW IT IS COLLECTED

During your interaction with Forship, using one of the previously mentioned collection sources, we may collect various types of personal data about you, as set out below:

Data Holder - Candidates

Process	Purpose	Data Description	Processing carried out	Purpose of processing
Recruitment Selection	and Recruitment and selection of new employees for the Forship Group	Full name, ID, CPF, CNH, voter registration, CTPS, diplomas and education and licenses and professional association, home address and personal e-mail, age, occupation/position, employment history declared by the employee, employment history obtained through analysis/exchange of information and reference letter, Photo, vaccination card	1- Collection 2- Processing 3- Storage 4- Transfer	1- Receipt of information from candidates; 2- Carrying out the necessary procedures for admission; 3- Storage for future use; 4- Sending to the requesting areas.

Data Holder - Successful Candidates

Process	Purpose	Data Description	Processing carried out	Purpose of processing
Referral for Admission	Sending successful candidates for admission exams and other hiring processes	Full name, height, weight, clothing size and marital status, Mother's name, RG, CPF, Driver's License, Voter's Card, CTPS, PIS and Military Discharge Certificate, Home address and personal email, Diplomas or education and licenses or professional association, Occupation / Position and employment history declared by the employee, Bank details, Birth certificate, RG, CPF and proof of education, Photo, vaccination card, height, weight	1- Collection 2- Processing 3- Storage 4- Transfer	1- Receiving information from employees; 2- Carrying out the necessary procedures for admission; 3- Storage for future use and audit issues; 4- Sending to the requesting areas.

Data Subject - Employees

Process	Purpose	Data Description	Processing carried out	Purpose of processing
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Admission	Receipt of personal information from the candidates hired, for inclusion in the payroll system and generated documents to complete the hiring process.	Full name, ID card, CPF, Voter's card, CTPS, PIS and Military Certificate, Home address, Diplomas, education, licenses and professional associations, Occupation/Position, Date of birth, Marital status, Salary and benefits, Birth Certificate, photo, Occupational Medical Examination (ASO) result, Vaccination card	1- Access 2- Processing 3- Storage 4- Transfer	1- Access to data already collected from employees; 2- Carrying out the necessary procedures for admission; 3- Storage for future use and audit issues; 4- Sending to the requesting areas and necessary bodies.
Support in labor lawsuits	Receiving and replying to inspections by e-mail with CPF, name, salary and date of birth. In the event of a challenge or imposition of a fine, involve the legal department. In the case of lawsuits, support the legal department with the necessary data.	Full name, CPF, Date of birth, Salary, Medical diagnosis (PCD)	1- Collection 2- Processing 3- Storage 4- Transfer	1- Receiving information from employees; 2- Use of data to verify inspections, etc; 3- Storage for future use and audit issues; 4- Sending to the requesting areas and necessary bodies.
Dismissal	Receiving termination requests from managers, sending notices to departments, receiving employee termination requests and calculating severance pay.	Full name, Father's name and Mother's name, ID card, CPF, Voter's card, CTPS, PIS and Military Certificate, Home address, Diplomas and education, licenses and professional associations, Occupation / Position, date of admission, Date of birth, Marital status, Nationality and Place of Birth, Gender, Salary and benefits, Birth Certificate, Medical Examination for Dismissal	1- Access 2- Processing 3- Storage 4- Transfer	1- Access to data already collected from employees; 2- Carrying out the necessary procedures for dismissal; 3- Storage for future use and audit issues; 4- Sending to the requesting areas and necessary bodies.
Trade union management	Collective bargaining agreements, as well as union registration.	Full name, Registration, Discount amount, Union membership	1- Access 2- Processing 3- Storage 4- Transfer	1- Access to data already collected from employees; 2- Agreements; 3- Storage for future use and audit issues; 4- Sending to the requesting areas and necessary bodies.
Access Controls	Controlling access to the network.	Full name, CPF, registration number, IP address, MAC address, source and destination and URL, user ID, date and time of access and means of the request	1- Access 2- Processing 3- Storage 4- Transfer 5- Disposal	1- Access to data already collected from employees/service providers; 2- Granting access; 3- Storage for future use and audit issues; 4- Sending to the requesting areas; 5- Data is deleted from the system.
Granting access	Granting access to folders, directories and other documents, as requested.	Full name, registration number, IP address, MAC address, source and destination and URL, user ID, date and time of access and means of the request	1- Access 2- Processing 3- Storage 4- Transfer	1- Access to data already collected from employees/service providers; 2- Granting access;

			5- Disposal	3- Storage for future use and audit issues; 4- Sending to the requesting areas; 5- Data is deleted from the system.
Computer setting	Setting up corporate and personal computers to users.	Full name, device model, device operating system version, IP address, MAC address, source and destination and URL, user ID, date and time of access, and request medium	1- Access 2- Storage 3- Disposal	1- Access to data already collected from employees/service providers; 2- Storage for future use; 3- Data is deleted from the system.
Camera Monitoring	Monitoring of the sector using cameras.	Video	1- Access 2- Storage 3- Disposal	1- Access to data already collected from employees/service providers; 2- Storage for future use, audit issues or other processes; 3- Data is deleted from the system.
User Support	User support via helpdesk tickets	Full name, job title and professional e-mail address, IP address, MAC address, source and destination and URL, user ID, date and time of access and means of the request	1- Access 2- Storage 3- Transfer 4- Disposal	1- Access to data already collected from employees/service providers; 2- Storage for future use; 3- Sending to the requesting areas; 4- Data is deleted from the system.
Database Administration	Database maintenance and management	Full name, ID card, CPF, CTPS and PIS, marital status, place of birth and nationality, home address, personal e-mail address, home telephone number, occupation/position, employee's history of claims within the institution, professional e-mail address, business telephone number, business mobile telephone number, salaries, benefits, bank details, ongoing/completed cases involving the holder, Medical history/diagnosis and certificates, License plate, IP address, MAC address, source and destination, URL, operating system version, device model and history of messages exchanged with the company, User ID, date and time of access and means of request, Image, medical certificates, medical diagnoses, medical history, test results, blood type, video, voice, COVID symptoms, COVID vaccination	1- Access 2- Storage 3- Transfer 4- Disposal	1- Access to data already collected from employees/service providers; 2- Storage for future use and audit issues; 3- Sending to the requesting areas; 4- Data is deleted from the system.

Employee monitoring	Periodic performance evaluations	Full name, occupation/position, professional e-mail address and date of employment	1- Collection 2- Storage 3- Transfer	1- Receiving information from employees; 2- Storage for future use and audit issues; 3- Sending to the requesting areas.
Referral for Admission	Sending successful candidates for admission exams and other hiring processes	Full name, height, weight, clothing size and marital status, Mother's name, RG, CPF, Driver's License, Voter's Card, CTPS, PIS and Military Discharge Certificate, Home address and personal email, Diplomas or education and licenses or professional association, Occupation / Position and employment history declared by the employee, Bank details, Birth certificate, RG, CPF and proof of education, Photo, vaccination card, height, weight	1- Collection 2- Processing 3- Storage 4- Transfer	1- Receiving information from employees; 2- Carrying out the necessary procedures for admission; 3- Storage for future use and audit issues; 4- Sending to the requesting areas.
Termination	Conducting termination interviews with employees	Full name, occupation/position, contraindications to new hires, registration number, date of admission and date of dismissal, home telephone number, and personal e-mail address	1- Access 2- Storage 3- Transfer	1- Access to data already collected from employees; 2- Storage for future use and audit issues; 3- Sending to the requesting areas.
Climate survey	Conducting an organizational climate survey with employees	Full name, occupation/position and professional e-mail address	1- Collection 2- Storage	1- Receiving information from employees; 2- Storage for future use and audit issues.
Training	Employee training management	Full name, CPF, ID card and driver's license, home address, home telephone and personal e-mail, diplomas and education, Occupation / Position and professional e-mail, Result of medical examination (ASO)	1- Collection 2- Processing 3- Storage 4- Transfer	1- Receiving information from employees; 2- Registering for training courses; 3- Storage for future use and audit issues; 4- Sending to the requesting areas.
Class Councils	Support in regularizing class councils	Full name, CPF and ID card, home address, licenses and professional association	1- Collection 2- Processing 3- Storage 4- Transfer	1- Receiving information from employees; 2- Regularization in councils; 3- Storage for future use and audit issues; 4- Sending to the necessary bodies.
Preparing Collective Labor Standards	Support for the GAD in preparing collective labor standards	Full name, position	1- Collection 2- Storage 3- Transfer	1- Receiving information from employees; 2- Storage for future use and audit issues; 3- Sending to the requesting areas.

Internal Consulting	Consulting for the Forship Group areas	Full name, job title and professional e-mail address	1- Access 2- Storage 3- Transfer	1- Access to data already collected from employees; 2- Storage for future use and audit issues; 3- Sending to the requesting areas.
Audit support	Supporting audits	Full name, Professional e-mail	1- Access 2- Storage 3- Transfer	1- Access to data already collected from employees; 2- Storage for future use and audit issues; 3- Sending to the requesting areas.
Litigation	Process monitoring and management	Full name, ID card, CPF, CTPS and PIS, marital status and nationality, home address, personal e-mail address, home telephone number, occupation/position and the employee's history of claims within the institution, salaries and benefits, ongoing/completed cases involving the holder, medical history, medical diagnosis, certificates	1- Collection 2- Processing 3- Storage 4- Transfer	1- Receiving information from employees/suppliers/customers; 2- Use for monitoring processes; 3- Storage for future use and audit issues; 4- Sending to the necessary bodies.
Supplier Registration and Approval	Registering and eventually approving new suppliers	Full name, ID, CPF and driver's license, marital status and nationality, home address, telephone number and personal e-mail address, occupation/position, business address, business telephone number, business fax, business e-mail, bank details, geolocation, vehicle license plate number, Photo and video	1- Collection 2- Processing 3- Storage 4- Transfer 5- Disposal	1- Receiving information from employees/suppliers; 2- Registration; 3- Storage for future use and audit issues; 4- Sending to the requesting areas; 5- Data is deleted from the system.
Loan for use	Employee loans	Full name, ID card and CPF, marital status and nationality, home address, occupation/position	1- Collection 2- Processing 3- Storage 4- Transfer 5- Disposal	1- Receiving information from employees; 2- 3- Storage for future use and audit issues; 4- Sending to the requesting areas; 5- Data is deleted from the system.
Personnel logistics	Fulfilling corporate travel requests	Full name, ID card, CPF and driver's license, nationality, date and place of birth, home address, home telephone number and personal e-mail, occupation/position, business address, business telephone number, business e-mail and business fax, bank details, vehicle license plate number	1- Collection 2- Processing 3- Storage 4- Transfer 5- Filing	1- Receiving information from employees/service providers; 2- Making requests; 3- Storage for future use and audit issues; 4- Sending to the requesting areas; 5- Data is made inactive or stored.

COVID monitoring	Internal monitoring of COVID symptoms	Full name, business e-mail, Symptoms	1- Collection 2- Storage 3- Transfer 4- Disposal	1- Receiving information from employees; 2- Storage for future use; 3- Sending to the requesting areas; 4- Data is deleted from the system.
Accounting closure	Close accounts	Full name, business e-mail	1- Access 2- Processing 3- Storage 4- Transfer 5- Disposal	1- Access to data already collected from employees; 2- Closing the accounts; 3- Storage for future use and audit issues; 4- Sending to the requesting areas; 5- Data is deleted from the system.
Control and Distribution of Assets	Distribution of assets between projects	Full name, home address, home telephone number, personal e-mail address, ID card, CPF and CNH, business address, business telephone number, business fax, business e-mail address	1- Access 2- Storage 3- Transfer 4- Disposal	1- Access to data already collected from employees; 2- Storage for future use and audit issues; 3- Sending to the requesting areas; 4- Data is deleted from the system.
Treasury	Paying employees	Full name, CPF, bank details, salary and benefits	1- Access 2- Processing 3- Storage 4- Transfer	1- Access to data already collected from employees; 2- Making payments; 3- Storage for future use and audit issues; 4- Sending to the requesting areas.
Accounting	Internal accounting for the Forship Group	Full name, CPF, bank details, salary and benefits	1- Access 2- Processing 3- Storage 4- Transfer	1- Access to data already collected from employees; 2- Carrying out accounting; 3- Storage for future use and audit issues; 4- Sending to the requesting areas and necessary bodies.
Employee Registration	Registration of employees at financial institutions	Full name, CPF, home address and home telephone number	1- Access 2- Processing 3- Storage 4- Transfer	1- Access to data already collected from employees; 2- Registration; 3- Storage for future use and audit issues; 4- Sending to the requesting areas.
Power of attorney	Registration of powers of attorney with financial institutions	Full name, CPF	1- Access 2- Processing	1- Access to data already collected from employees; 2- Registration;

			3- Storage 4- Transfer	3- Storage for future use and audit issues; 4- Sending to the requesting areas.
COVID monitoring	Internal monitoring of COVID symptoms	Full name, position, Symptoms and vaccination	1- Collection 2- Storage 3- Transfer	1- Receiving information from employees; 2- Storage for future use; 3- Sending to the requesting areas.
Fire brigade	Fire brigade training	Full name, position	1- Collection 2- Storage 3- Transfer	1- Receiving information from employees; 2- Storage for future use and audit issues; 3- Sending to the requesting areas.
Drills	Making drills	Full name	1- Access 2- Processing 3- Storage 4- Disposal	1- Access to data already collected from employees; 2- Creation of reports; 3- Storage for future use and audit issues; 4- Data is deleted from the system.
Security Communication Plan	Preparing a Safety Communication Plan	Full name, professional telephone number and professional e-mail address	1- Collection 2- Storage 3- Transfer	1- Receiving information from employees/customers; 2- Storage for future use and audit issues; 3- Sending to the requesting areas and clients.
PPE delivery forms	Preparing a PPE delivery form	Full name, position and date of employment	1- Collection 2- Processing 3- Storage 4- Transfer 5- Disposal	1- Receiving information from employees; 2- Preparing the PPE form; 3- Storage for future use and audit issues; 4- Sending to the requesting areas; 5- Data is deleted from the system.
List of Authorized and Qualified Electrical Installers	Preparing a list of authorized and qualified electrical installers	Full name, position, diplomas, education and professional qualifications	1- Collection 2- Storage 3- Transfer	1- Receiving information from employees; 2- Storage for future use and audit issues; 3- Sending to the requesting areas and clients.
Behavioral audit	Evaluation of company processes	Full name, position	1- Collection 2- Storage 3- Transfer 4- Disposal	1- Receiving information from employees; 2- Storage for future use and audit issues;

				3- Sending to the requesting areas; 4- Data is deleted from the system.
Analysis and Investigation of Accidents and Incidents	Preparing accident and incident reports	Full name, position	1- Collection 2- Processing 3- Storage 4- Transfer	1- Receiving information from employees; 2- Creation of reports; 3- Storage for future use and audit issues; 4- Sending to the requesting areas and clients.
Waste Manifest	Preparing a waste register	Full name	1- Collection 2- Storage 3- Disposal	1- Receiving information from employees; 2- Storage for future use; 3- Data is deleted from the system.
ASO scheduling	Scheduling admission, periodic and dismissal exams in the clinic's system.	Full name, date of birth and gender, mother's name, CPF and ID card, position	1- Collection 2- Processing 3- Storage 4- Transfer 5- Disposal	1- Receiving information from employees; 2- Scheduling; 3- Storage for future use and audit issues; 4- Sending to the requesting areas; 5- Data is deleted from the system.
ASO Results Control	Managing the results of admission, periodic and dismissal examinations.	Full name, date of birth, gender and eye color, mother's name, CPF and ID card, position, blood type and test results	1- Collection 2- Storage 3- Transfer 4- Disposal	1- Receiving information from employees; 2- Storage for future use and audit issues; 3- Sending to the requesting areas; 4- Data is deleted from the system.
Medical certificates	Control of certificates	Full name, ICD number, Health conditions	1- Collection 2- Storage 3- Transfer	1- Receiving information from employees; 2- Storage for future use and audit issues; 3- Sending to the requesting areas.
Reviewing and Issuing Procedures	Reviewing and Issuing Procedures	Full name, position	1- Collection 2- Processing 3- Storage 4- Transfer	1- Receiving information from employees; 2- Issuing procedures; 3- Storage for future use and audit issues; 4- Sending to the requesting areas.

Evaluating effectiveness	Evaluating the effectiveness of procedures	Full name, position	1- Collection 2- Storage 3- Transfer	1- Receiving information from employees; 2- Storage for future use and audit issues; 3- Sending to the requesting areas.
CIPA	Setting up CIPA	Full name, position	1- Collection 2- Storage 3- Transfer 4- Disposal	1- Receiving information from employees; 2- Storage for future use and audit issues; 3- Sending to the requesting areas; 4- Data is deleted from the system.
Security Service Orders	Preparation of work orders	Full name, position	1- Collection 2- Processing 3- Storage 4- Transfer	1- Receiving information from employees; 2- Preparation of OS; 3- Storage for future use and audit issues; 4- Sending to the requesting areas and clients.
Reports	Preparation of reports	Full name, position	1- Collection 2- Processing 3- Storage 4- Transfer 5- Disposal	1- Receiving information from employees; 2- Preparing reports 3- Storage for future use and audit issues; 4- Sending to the requesting areas and clients; 5- Data is deleted from the system.
Issuing PPPs	Issuing PPP (professional social security profile) for employees and former employees	Full name, date of birth and gender, NIT and CTPS, licenses and professional association, date of admission, position, CBO, medical exams	1- Collection 2- Processing 3- Storage 4- Transfer	1- Receiving information from employees; 2- Issuing PPPs; 3- Storage for future use and audit issues; 4- Sending to the requesting areas.
Issuing CAT	Issuing the CAT (Certificate of Accident at Work)	Full name, date of birth, gender, marital status, mother's name, CTPS, ID card and PIS/PASEP, home address, salary and job title, CBO, date and time of accident and social security affiliation, medical certificate, accident or illness caused by work	1- Collection 2- Processing 3- Storage 4- Transfer	1- Receiving information from employees; 2- Issuing a CAT 3- Storage for future use and audit issues; 4- Sending to the requesting areas and clients.
SESMT registration	Setting up the SESMT	Full name, CPF, licenses and professional association, position/function	1- Collection 2- Storage 3- Transfer	1- Receiving information from employees; 2- Storage for future use and audit issues;

			4- Disposal	3- Sending to the requesting areas and clients; 4- Data is deleted from the system.
Internal Marketing	Endomarketing	Full name, home telephone number and home address, occupation/position and professional e-mail address, Photo	1- Collection 2- Processing 3- Storage 4- Transfer	1- Receiving information from employees; 2- Scheduling; 3- Storage for future use; 4- Sending to the requesting areas.
External Marketing	External Marketing	Full name, occupation/position and professional e-mail address	1- Collection 2- Storage	1- Receiving information from employees; 2- Storage for future use.
Events	Holding events	Full name, personal e-mail, home address and personal telephone number, Image and voice	1- Collection 2- Processing 3- Storage	1- Receiving information from client employees/speakers; 2- Creation of invitations; 3- Storage for future use.
Technical visits	Technical visits	Full name, CPF and ID card, Operating system version and device model, License plate number	1- Collection 2- Storage 3- Transfer	1- Receiving information from employees; 2- Storage for future use; 3- Sending to customers.
Advertisements	Ad placement	Full name, Image	1- Collection 2- Storage 3- Diffusion	1- Receiving information from employees/customers/directors; 2- Storage for future use; 3- Publication on websites.
News	Publication of news on the Forship Group website	Full name, Image	1- Collection 2- Storage 3- Diffusion	1- Receiving information from employees/customers/directors; 2- Storage for future use; 3- Publication on websites.

Data Subject - Employee Dependent

Process	Purpose	Data Description	Processing carried out	Purpose of processing
Admission	Receipt of personal information from the candidates hired, for inclusion in the payroll system and generated documents to complete the hiring process.	Full name, ID card, CPF, Voter's card, CTPS, PIS and Military Certificate, Home address, Diplomas, education, licenses and professional associations, Occupation/Position, Date of birth, Marital status, Salary and benefits, Birth Certificate, photo, Occupational Medical	1- Access 2- Processing 3- Storage 4- Transfer	1- Access to data already collected from employees; 2- Carrying out the necessary procedures for admission; 3- Storage for future use and audit issues; 4- Sending to the requesting areas and necessary bodies.

Examination (ASO) result,
Vaccination card

Receiving termination requests from managers, sending notices to departments, receiving employee termination requests and calculating severance pay.

Full name, Father's name and Mother's name, ID card, CPF, Voter's card, CTPS, PIS and Military Certificate, Home address, Diplomas and education, licenses and professional associations, Occupation / Position, date of admission, Date of birth, Marital status, Nationality and Place of Birth, Gender, Salary and benefits, Birth Certificate, Medical Examination for Dismissal

1- Access
2- Processing
3- Storage
4- Transfer

1- Access to data already collected from employees;
2- Carrying out the necessary procedures for dismissal;
3- Storage for future use and audit issues;
4- Sending to the requesting areas and necessary bodies.

Data Subject - Former Employee

Process	Purpose	Data Description	Processing carried out	Purpose of processing
Litigation	Process monitoring management and	Full name, ID card, CPF, CTPS and PIS, marital status and nationality, home address, personal e-mail address, home telephone number, occupation/position and the employee's history of claims within the institution, salaries and benefits, ongoing/completed cases involving the holder, medical history, medical diagnosis, certificates	1- Collection 2- Processing 3- Storage 4- Transfer	1- Receiving information from employees/suppliers/customers; 2- Use for monitoring processes; 3- Storage for future use and audit issues; 4- Sending to the necessary bodies.
Issuing PPPs	Issuing PPP (professional social security profile) for employees and former employees	Full name, date of birth and gender, NIT and CTPS, licenses and professional association, date of admission, position, CBO, medical exams	1- Collection 2- Processing 3- Storage 4- Transfer	1- Receiving information from employees; 2- Issuing PPPs; 3- Storage for future use and audit issues; 4- Sending to the requesting areas.

Data Subject - Service Provider

Process	Purpose	Data Description	Processing carried out	Purpose of processing
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Access Controls	Controlling access to the network.	Full name, CPF, registration number, IP address, MAC address, source and destination and URL, user ID, date and time of access and means of the request	1- Access 2- Processing 3- Storage 4- Transfer 5- Disposal	1- Access to data already collected from employees/service providers; 2- Granting access; 3- Storage for future use and audit issues; 4- Sending to the requesting areas; 5- Data is deleted from the system.
Granting access	Granting access to folders, directories and other documents, as requested.	Full name, registration number, IP address, MAC address, source and destination and URL, user ID, date and time of access and means of the request	1- Access 2- Processing 3- Storage 4- Transfer 5- Disposal	1- Access to data already collected from employees/service providers; 2- Granting access; 3- Storage for future use and audit issues; 4- Sending to the requesting areas; 5- Data is deleted from the system.
Computer setting	Setting up corporate and personal computers to users.	Full name, device model, device operating system version, IP address, MAC address, source and destination and URL, user ID, date and time of access, and request medium	1- Access 2- Storage 3- Disposal	1- Access to data already collected from employees/service providers; 2- Storage for future use; 3- Data is deleted from the system.
Camera Monitoring	Monitoring of the sector using cameras.	Video	1- Access 2- Storage 3- Disposal	1- Access to data already collected from employees/service providers; 2- Storage for future use, audit issues or other processes; 3- Data is deleted from the system.
User Support	User support helpdesk tickets	Full name, job title and professional e-mail address, IP address, MAC address, source and destination and URL, user ID, date and time of access and means of the request	1- Access 2- Storage 3- Transfer 4- Disposal	1- Access to data already collected from employees/service providers; 2- Storage for future use; 3- Sending to the requesting areas; 4- Data is deleted from the system.
Database Administration	Database maintenance and management	Full name, ID card, CPF, CTPS and PIS, marital status, place of birth and nationality, home address, personal e-mail address, home telephone number, occupation/position, employee's history of claims within the institution, professional e-mail address, business telephone number, business mobile telephone number, salaries, benefits, bank details, ongoing/completed cases involving the holder, Medical	1- Access 2- Storage 3- Transfer 4- Disposal	1- Access to data already collected from employees/service providers; 2- Storage for future use and audit issues; 3- Sending to the requesting areas; 4- Data is deleted from the system.

history/diagnosis and certificates, License plate, IP address, MAC address, source and destination, URL, operating system version, device model and history of messages exchanged with the company, User ID, date and time of access and means of request, Image, medical certificates, medical diagnoses, medical history, test results, blood type, video, voice, COVID symptoms, COVID vaccination

Personnel logistics	Fulfilling corporate travel requests	Full name, ID card, CPF and driver's license, nationality, date and place of birth, home address, home telephone number and personal e-mail, occupation/position, business address, business telephone number, business e-mail and business fax, bank details, vehicle license plate number	1- Collection 2- Processing 3- Storage 4- Transfer 5- Filing	1- Receiving information from employees/service providers; 2- Making requests; 3- Storage for future use and audit issues; 4- Sending to the requesting areas; 5- Data is made inactive or stored.
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Data Subject - Customers

Process	Purpose	Data Description	Processing carried out	Purpose of processing
Security Communication Plan	Preparing a Safety Communication Plan	Full name, professional telephone number and professional e-mail address	1- Collection 2- Storage 3- Transfer	1- Receiving information from employees/customers; 2- Storage for future use and audit issues; 3- Sending to the requesting areas and clients.
Customer prospecting	Market analysis for prospecting	Full name, business e-mail and business telephone number	1- Collection 2- Storage	1- Receiving information from customers; 2- Storage for future use.
Advertisements	Ad placement	Full name, Image	1- Collection 2- Storage 3- Diffusion	1- Receiving information from employees/customers/directors; 2- Storage for future use; 3- Publication on websites.
News	Publication of news on the Forship Group website	Full name, Image	1- Collection 2- Storage 3- Diffusion	1- Receiving information from employees/customers/directors; 2- Storage for future use; 3- Publication on websites.

Data Subject - Customer Representative

Process	Purpose	Data Description	Processing carried out	Purpose of processing
Litigation	Process monitoring and management	Full name, ID card, CPF, CTPS and PIS, marital status and nationality, home address, personal e-mail address, home telephone number, occupation/position and the employee's history of claims within the institution, salaries and benefits, ongoing/completed cases involving the holder, medical history, medical diagnosis, certificates	1- Collection 2- Processing 3- Storage 4- Transfer	1- Receiving information from employees/suppliers/customers; 2- Use for monitoring processes; 3- Storage for future use and audit issues; 4- Sending to the necessary bodies.
Advertisements	Ad placement	Full name, Image	1- Collection 2- Storage 3- Diffusion	1- Receiving information from employees/customers/directors; 2- Storage for future use; 3- Publication on websites.
News	Publication of news on the Forship Group website	Full name, Image	1- Collection 2- Storage 3- Diffusion	1- Receiving information from employees/customers/directors; 2- Storage for future use; 3- Publication on websites.

Data Subject - Client Employees

Process	Purpose	Data Description	Processing carried out	Purpose of processing
Events	Holding events	Full name, personal e-mail, home address and personal telephone number, Image and voice	1- Collection 2- Processing 3- Storage	1- Receiving information from client employees/speakers; 2- Creation of invitations; 3- Storage for future use.

Data Subject - Supplier

Process	Purpose	Data Description	Processing carried out	Purpose of processing
Litigation	Process monitoring and management	Full name, ID card, CPF, CTPS and PIS, marital status and nationality, home address, personal e-mail address, home telephone number,	1- Collection 2- Processing 3- Storage	1- Receiving information from employees/suppliers/customers; 2- Use for monitoring processes;

occupation/position and the employee's history of claims within the institution, salaries and benefits, ongoing/completed cases involving the holder, medical history, medical diagnosis, certificates

4- Transfer

3- Storage for future use and audit issues;

4- Sending to the necessary bodies.

Data Subject - Supplier Representative

Process	Purpose	Data Description	Processing carried out	Purpose of processing
Hiring suppliers	Procedure for hiring suppliers	Full name, CPF, marital status and nationality, home address, occupation/position	1- Collection 2- Processing 3- Storage	1- Receiving information from suppliers; 2- Hiring; 3- Storage for future use and audit issues.
Supplier Registration and Approval	Registering and approving new suppliers	Full name, ID, CPF and driver's license, marital status and nationality, home address, telephone number and personal e-mail address, business address, business telephone number, business fax, business e-mail, bank details, geolocation, vehicle license plate number, Photo and video	1- Collection 2- Processing 3- Storage 4- Transfer 5- Disposal	1- Receiving information from employees/suppliers; 2- Registration; 3- Storage for future use and audit issues; 4- Sending to the requesting areas; 5- Data is deleted from the system.
Purchase of Products or Services	Purchasing products or services	Full name, driver's license, occupation/position, business address, business telephone number, business fax number and business e-mail address, license plate number	1- Collection 2- Storage 3- Transfer 4- Disposal	1- Receiving information from suppliers; 2- Storage for future use; 3- Sending to the requesting areas; 4- Data is deleted from the system.
Supplier documentation	Supplier management	Full name, licenses and professional association	1- Collection 2- Storage	1- Receiving information from suppliers; 2- Storage for future use and audit issues.

Data Subject - Directors

Process	Purpose	Data Description	Processing carried out	Purpose of processing
Corporate Management	Procedure for preparing corporate documents	Full name, ID card and CPF, marital status and nationality, home address, occupation/position	1- Collection 2- Processing 3- Storage	1- Receiving information from partners/directors; 2- Preparing documents;

3- Storage for future use and audit issues.

Advertisements	Ad placement	Full name, Image	1- Collection 2- Storage 3- Diffusion	1- Receiving information from employees/customers/directors; 2- Storage for future use; 3- Publication on websites.
News	Publication of news on the Forship Group website	Full name, Image	1- Collection 2- Storage 3- Diffusion	1- Receiving information from employees/customers/directors; 2- Storage for future use; 3- Publication on websites.

Data Subject - Partners

Process	Purpose	Data Description	Processing carried out	Purpose of processing
Corporate Management	Procedure for preparing corporate documents	Full name, ID card and CPF, marital status and nationality, home address, occupation/position	1- Collection 2- Processing 3- Storage	1- Receiving information from partners/directors; 2- Preparing documents; 3- Storage for future use and audit issues.

Data Subject - Legal Representative of the Forship Group

Process	Purpose	Data Description	Processing carried out	Purpose of processing
Issuing PPPs	Issuing PPP (professional social security profile) for employees and former employees	Full name, date of birth and gender, NIT and CTPS, licenses and professional association, date of admission, position, CBO, medical exams	1- Collection 2- Processing 3- Storage 4- Transfer	1- Receiving information from employees; 2- Issuing PPPs; 3- Storage for future use and audit issues; 4- Sending to the requesting areas.

Data Holder - Speakers

Process	Purpose	Data Description	Processing carried out	Purpose of processing
Events	Holding events	Full name, personal e-mail, home address and personal	1- Collection 2- Processing	1- Receiving information from client employees/speakers; 2- Creation of invitations;

telephone number, Image 3- Storage
and voice

3- Storage for future use.

Data Subject - External Audience

Process		Purpose	Data Description	Processing carried out	Purpose of processing
Social management	media	Management of the Forship Group's social networks	Full name, personal e-mail address, content of messages exchanged with the company, content of messages exchanged with the company	1- Collection 2- Storage	1- Receiving information from the audience; 2- Storage for future use.

4.3. ON THE USE OF COOKIES, LOG FILES AND THE LIKE

Cookies are small text files that can be placed on your computer or portable device by websites or web services that you use. They are used to ensure the proper functioning of websites and other online services and to provide information to their owners.

Cookies are used to improve the use and functionality of the Forship Group's websites and other compatible web services and to better understand how our visitors use our websites and online services, as well as the tools and services they offer. Cookies help us adapt the Forship Group's websites to your personal needs, facilitate their use whenever possible, and receive feedback on our customers' satisfaction.

The Forship Group uses the following types of cookies on its websites and compatible services:

- **Session cookies:** These are temporary cookies that are 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:** These are cookies that remain in your browser until you delete them manually or until your browser deletes them according to the duration period set by the cookie. These cookies will recognize your return as a visitor to a Forship Group website or service.
- **Cookies required:** These are cookies that are strictly necessary for the operation of a compatible Forship Group website or service. They allow you to browse the site and use our resources.
- **Cookies that send us information about you:** We place this type of cookie on a compatible Forship Group website or service and this type of cookie can only be read by our compatible websites and services.
- **Cookies in Forship Group advertisements:** We place cookies in advertisements and ads that are displayed on compatible third-party websites and services. We obtain information through these cookies when you click on or interact with the advertisement. In this case, the Forship Group is setting a "third-party" cookie. We may use this data obtained by third-party cookies to send you other advertisements that we believe are relevant or interesting to you based on your previous behavior.
- **Cookies that share your information with third parties:** These are cookies placed on a Forship Group website by our partner companies, such as online advertising services.

They may use the data collected by these cookies to anonymously send you targeted advertisements from other websites, based on your visit to compatible Forship Group websites or services.

The Forship Group's websites and compatible services may also use other tracking technologies similar to cookies, which may collect information such as IP addresses, log files and web beacons, among others. This data is also used to help us adapt the websites and other compatible services of the Forship Group to your personal needs.

See below for more details:

- IP addresses: An IP address is a number used on the *Internet* or on a network to identify your computer. Every time you connect to the *internet*, your computer is assigned an IP by your *internet* service provider. We may record IP addresses for the following purposes:
 - Handling technical problems;
 - Maintaining the protection and security of our websites and other online services;
 - Gain a better understanding of how our websites and other online services are used;
 - Adapt our content to your needs, depending on your geographical location.
- Log files: The Forship Group or a third party working on our behalf may collect information in the form of log files detailing website activities and collecting statistics on user browsing habits. These records are usually generated anonymously and help us understand details such as:
 - The type of browser and system used by users of our websites or online services;
 - Details of the user's session, including the source URL, the date, time, and which pages the user visited on our compatible sites and services, and how long the user spent using them;
 - Other browsing or click count details, including website traffic reports, unique visitor counts, and similar data.
- Web beacons: We may use web beacons (or transparent GIFs) on Forship Group websites. Web beacons (also known as web bugs or web beacons) are small sequences of code that allow the delivery of a graphic image on a web page with the aim of transferring data back to us. We use information from web beacons for a wide variety of purposes, including:
 - Understand how a user responds to e-mail campaigns;
 - Traffic reports for our websites and compatible services;
 - Counting unique visitors, auditing and reporting on advertising and e-mail, and personalizing our sites and other compatible services.

It is important to remember that it is up to you to ensure that the settings on your computer or portable device reflect whether you consent to accepting cookies or not.

Most browsers allow you to set rules to warn you before accepting cookies or refusing them. You do not need to have cookies enabled to use or browse most of the Forship Group's websites and online services; however, in this case, we cannot guarantee that you will be able to access all of their features. We recommend that you check your browser's "help" button to learn how to configure this. Remember that if you use different browsers, computers, and/or portable devices in different locations, you must ensure that each device and browser is set to your personal cookie preferences.

As our web beacons can be part of a web page, it is impossible to opt out of this type of feature, but you can make it completely non-functional by activating the "opt-out" feature for the cookies placed by this beacon.

4.4. REGARDING THE USE OF YOUR PERSONAL DATA

The following items describe the purposes for which the Forship Group collects your personal data, and the different types of personal data we collect for each purpose. Please note that not all of the uses below will be relevant to all individuals and may only apply to specific situations.

- Customer service: Your personal data is used for the purpose of providing services, including answering your questions, queries, and suggestions. This usually requires certain personal contact information and information about the reason for your inquiry, question, or suggestion, such as what your request was, whether there is a problem, question, or complaint about the request, or the inquiry in general.
 - Reason for using your personal data in this situation:
 - Complying with contractual obligations;
 - Complying with legal obligations;
 - Our legitimate interests.
 - Our legitimate interests in this situation:
 - Continuously improving the Forship Group's products and services;
 - Continuously improving the effectiveness of our customer service.
- Holding contests, promotions and other marketing activities: With your consent (when necessary according to current legislation), the Forship Group uses your personal data to provide information about products or services, such as marketing communications, advertising campaigns, or promotions. This can be done through various means of communication, including e-mail, advertisements, SMS messaging, telephone calls and postal mailings (as permitted by current legislation), as well as our own websites and/or third-party websites and social networks. In this situation, using your personal data is entirely voluntary, meaning you can object or even withdraw your consent to process it for these purposes. For more details on how to change your preferences about marketing communications, see the section "About your rights regarding personal data" in this policy. For more information about our contests and other promotions, see the regulations or details posted about each contest/promotion.
 - Reason for using your personal data in this situation:
 - Complying with contractual obligations;
 - Our legitimate interests;
 - We have obtained your consent (where necessary).
 - Our legitimate interests in this situation:
 - Understand which of our products and services may interest you and provide you with information about them;
 - Define customers for new products or services.
- Social networks and third-party websites: We use your personal data when you interact with social networking functions and third-party websites, such as "like", to provide advertisements and interact with you on third-party social networks. The way these interactions work, the profile data that the Forship Group obtains about you, and how

to opt out of them can be understood by reviewing the privacy policies directly on the respective social networks and third-party websites.

- Reason for using your personal data in this situation:
 - Our legitimate interests;
 - We have obtained your consent (where necessary).
- Our legitimate interests in this situation:
 - Understand which of our products and services may interest you and provide you with information about them;
 - Define customers for new products or services.
- Fulfillment of your requests: We use your personal data to process and send your requests, as well as to inform you about the status of your requests, correct addresses, and conduct identity verification and other fraud checking activities. This involves the use of certain personal data and, in certain situations, payment information.
 - Reason for using your personal data in this situation:
 - Complying with contractual obligations;
 - Legal obligations;
 - Our legitimate interests;
 - We have obtained your consent (where necessary).
 - Our legitimate interests in this situation:
 - Improving and developing new products and services;
 - Be more efficient in fulfilling your orders;
 - Protecting our systems, networks, and employees;
 - Fully complying with legal obligations.
- Legal reasons or merger/acquisition: If the Forship Group or its assets are acquired by or merged with another company, including by reason of bankruptcy, we will share your personal data with our legal successors, respecting the requirements of current legislation. We will also disclose your personal data to third parties (i) when required by applicable law; (ii) in response to legal proceedings; (iii) in response to a request from the competent legal authority; (iv) to protect our rights, privacy, safety, or property; or (v) to enforce the terms of any agreement or the terms of our website, products, and services, in accordance with applicable law.
 - Reason for using your personal data in this situation:
 - Legal obligations;
 - Our legitimate interests.
 - Our legitimate interests in this situation:
 - Fully complying with legal obligations;
 - Protecting our systems, assets, and employees.

4.5. REGARDING THE DISCLOSURE OF YOUR PERSONAL DATA

In addition to the entities that are part of the Forship Group, we may share your personal data with the following types of third-party organizations:

- Service providers: Include external companies that are used by the Forship Group to help operate our business. Service providers and their selected employees are only

authorized to access your personal data on behalf of the Forship Group for the specific tasks requested based on our direct instructions. Our service providers are contractually required to keep your personal data confidential and secure and, in the event of a breach, are jointly and severally liable in accordance with current legislation.

- Credit analysis, debt collection, and financial services agencies: As permitted by applicable law, credit analysis and/or debt collection agencies are external companies that the Forship Group may use to help us check your credit situation or to collect overdue payments.
- Third-party companies that use personal data for their own marketing purposes: Except in situations where you have given your specific consent, the Forship Group does not license or sell your personal data to third party companies for their own marketing purposes. In cases where this type of sharing takes place, the identity of these third-party companies will be revealed before your consent is obtained.
- Third parties who use your personal data for legal reasons or due to a merger/acquisition: We will disclose your personal data to third parties for legal reasons or in the context of a merger or acquisition within the Forship Group.

4.6. REGARDING THE RETENTION AND TERMINATION OF THE PROCESSING OF YOUR PERSONAL DATA

According to the current legislation, the Forship Group uses your personal data for as long as necessary to satisfy the purposes for which your personal data was collected, as described in this policy, or to comply with applicable legal requirements.

Personal data used to provide you with a personalized experience will be kept exclusively for the time allowed according to the current legislation.

You can obtain further details about the retention of your personal data through the communication channels detailed in this policy.

At the end of the processing of your personal data, it will be deleted within the scope and technical limits of the activities, with retention authorized in the situations provided for in current legislation.

4.7. REGARDING THE DISCLOSURE, STORAGE OR TRANSFER OF YOUR PERSONAL DATA

The Forship Group takes appropriate measures to ensure that your personal data is kept confidential and secure. However, these protections do not apply to information that you have chosen to share in public areas, such as third-party social networks.

- People who can access your Personal Data: Your personal data will be processed by our employees or authorized agents, provided that they need access to such information, depending on the specific purposes for which your personal data has been collected.
- Measures taken in operational environments: We store your personal data in operating environments that use reasonable security measures, both technical and administrative, to prevent any type of unauthorized access. We follow reasonable protocols to protect personal data.
- Measures that the Forship Group expects you to take: It is important that you also play a role in keeping your personal data safe. When creating an online account, please make sure you choose a password that is strong enough to prevent unauthorized parties from guessing it. We recommend that you never reveal or share your password with other people. You are solely responsible for keeping this password confidential

and for any action carried out through your account on the Forship Group's websites and compatible services.

If you use a shared or public computer, never choose the option to remember your login name, e-mail address or password, and make sure you log out every time you leave the computer. You must also use any privacy settings or controls that Forship Group provides on our website, services or applications, including those that are considered optional.

- **Transfer of your Personal Data:** Given the nature of our business, it is possible that we may have to transfer your personal data stored within the Forship Group to third parties in accordance with the purposes set out in this Privacy Policy. For this reason, we may transfer your personal data to other countries, provided they have laws and regulations compatible with those in force in Brazil.

4.8. ABOUT YOUR RIGHTS REGARDING PERSONAL DATA

You have the right to confirm the existence of, access, review, modify, and/or request an electronic copy of the information about your personal data that the Forship Group processes.

You also have the right to request details about the origin of your personal data or the sharing of this data with third parties.

At any time, you may also limit the use and disclosure, or revoke consent to any of our activities processing your personal data, except in situations provided for in current legislation.

These rights can be exercised through the communication channels detailed in this policy, requiring validation of your identity by providing a copy of your ID card or equivalent means of identification, in accordance with current legislation.

Whenever a request is submitted without providing the necessary evidence to prove the legitimacy of the data subject, the request will be automatically rejected. Please note that any identification information provided to the Forship Group will only be processed in accordance with and to the extent permitted by applicable laws.

Please note that in certain cases we cannot delete your personal data without also deleting your user account. In addition, some situations require the retention of your personal data after you request its deletion, in order to satisfy legal or contractual obligations.

The Forship Group does its utmost to answer any questions you may have about how we process your personal data. However, if you have unresolved concerns, you have the right to complain to the competent data protection authorities.

4.9. WHAT CHOICES YOU HAVE ABOUT HOW WE USE AND DISCLOSE YOUR PERSONAL DATA

The Forship Group strives to give you freedom of choice over the personal data you provide to us. The following mechanisms give you control over the processing of your personal data:

- **Cookies/Similar Technologies:** You can manage your consent using:
 - Our consent management solutions;
 - Your browser settings to refuse some or all cookies and similar technologies, or to alert you when they are being used.
- **Advertising, marketing, and promotions:** You can consent to your personal data being used by the Forship Group to promote our products or services through checkboxes located on registration forms or by answering questions submitted by our representatives.

If you decide that you no longer wish to receive such communications, you may unsubscribe from receiving marketing-related communications at any time by following the instructions provided in such communications.

To unsubscribe from marketing communications sent by any means, including third-party social networks, you can opt out at any time by unsubscribing via the links available in our communications, logging in to our websites, applications, compatible online services, or third-party social networks, adjusting your user preferences, or contacting the contact channel with the personal data you have provided.

It is important to remember that even if you unsubscribe from our marketing communications, you will continue to receive administrative communications from the Forship Group, such as orders, transaction confirmations, notifications about your account activities on our websites and compatible services, and other critical non-marketing announcements.

- **Personalization (offline and online):** Where permitted by law, if you would like your personal data to be used by the Forship Group to provide you with a personalized experience or targeted advertising and content, you can indicate this via the relevant checkboxes on the registration form or by answering questions posed by our representatives.

If you decide that you no longer want to benefit from this personalization, you can opt out at any time by logging in to our compatible websites, applications, and services, selecting your user preferences in your account profile, or contacting the DPO Contact Channel.

You can contact us using the communication channels detailed in this policy for more information on how to manage or cancel your participation in targeted advertising.

5. CHANGES TO OUR PRIVACY POLICY

Whenever the Forship Group decides to change the way we process your Personal Data, this Policy will be updated. We reserve the right to change to our practices and this Policy at any time, provided that compliance with current legislation is maintained.

We recommend that you access it frequently, or whenever you have questions, to see any updates or changes to our Privacy Policy.

6. HOW TO CONTACT

You can contact us at:

- Ask questions or make comments about this Policy and our privacy and personal data protection practices;
- Make a complaint;
- Confirmation that your personal data is being processed;
- Obtain information on how to access your personal data;
- Correct incomplete, inaccurate or outdated personal data;
- Obtain information on the anonymization, blocking or deletion of unnecessary, excessive or processed data that does not comply with current legislation;
- Obtain information on the portability of your personal data to another service or product provider, upon express request, in accordance with current legislation;
- Request the deletion of personal data processed with their consent, except in the cases provided for in current legislation;

- Request details of the public and private entities with which we share your personal data;
- Obtain information about the possibility of not giving consent and the consequences of not doing so;
- To revoke consent for the processing of their personal data, except in the cases provided for in current legislation;
- Other rights of the holder of personal data, in accordance with current legislation.

To do this, please contact us using the following channels:

- Person in Charge of Processing Personal Data:
 - Solarplex
 - dpo@forship.com.br

The Forship Group will receive, investigate, and respond within a reasonable time to any request or complaint about how we handle your personal data, including complaints about non-compliance with your rights under current privacy and personal data protection laws.