

### PRIVACY AND PERSONAL DATA PROTECTION POLICY

#### Article 1 - Introduction

The story of PIBRA - INDUSTRIAL SOLUTIONS began in 1991 under the name Pinto Brasil. From the outset, the company was committed to developing technical and specialized solutions to meet the needs of its clients. Today, the company operates in the design, development, and production of Industrial Solutions for Assembly Lines and Intralogistics with a vast portfolio that meets the needs of our partners and customers.

Specializing in metalworking and strongly oriented towards the automotive industry, the company meets the highest standards of demand, being the preferred supplier for some of the world's largest companies in the sector.

The company operates in the design of production systems, intralogistics, and outsourcing, ensuring a broad portfolio of solutions that meet the needs of its partners.

In order to strengthen its position in an increasingly demanding and globally competitive market, PIBRA dedicates all its attention to clients and their needs through its experience and specialized know-how, high flexibility, and degree of adaptation to provide the most suitable solutions to the required needs and through constant investment in personal development and innovation.

PIBRA cares about the privacy of its employees, potential employees, clients, potential clients, suppliers, users of its website/social networks, and other stakeholders. Therefore, it commits to respecting the privacy of each of the aforementioned users and to processing their personal data in a careful and confidential manner, in accordance with applicable laws.

Our Privacy Policy, Personal Data Protection, and Terms of Use help you understand how we collect, process, use, and protect your personal data when you contact us. You may obtain additional information or clarify any doubts about this Privacy Policy, Personal Data Protection, and Terms of Use, simply by sending your questions to the email address: [gdp@pibra.com](mailto:gdp@pibra.com).

#### Article 2 - Personal Data

Personal Data means any information of any nature and on any medium, including sound and image, relating to an identified or identifiable natural person ("data subject"). An individual is considered identifiable if he or she can be directly or indirectly identified, particularly by reference to an identifier such as a name, identification number, or to one or more specific elements of his or her physical, physiological, mental, economic, cultural, or social identity.

#### Article 3 - Consent

All employees have a contractual relationship with PIBRA, wherein they express their unequivocal consent for the collection and use of personal data. All potential employees, who send their CV to PIBRA, are giving their consent for the use/processing of the information and personal data contained in the document.

All clients, potential clients, suppliers, and users of the website ([www.pibra.com](http://www.pibra.com)) and its respective social networks are giving their consent for the collection, processing, and use of information.

#### Article 4 - Provided Personal Information

PIBRA processes personal information in the labor and administrative context, with many of this information being indispensable for the proper and correct functioning of the company. We may also use some of the collected information to understand the needs and interests of our employees, users, and other stakeholders, thereby tailoring our internal processes, products, and services to their demands.

In the case of employees, PIBRA collects and processes a set of personal documents necessary for the execution of the employment contract, as well as some information related to the family unit (date of birth and gender of children). This information is used for the realization of Internal Communication Actions (Women's Day, Father's Day, Mother's Day, Children's Day, Annual Picnic, Christmas Dinner, among others), carried out throughout the year.

PIBRA has various job openings and participates in several Job Fairs throughout the year, and therefore, has contact with various potential employees. In this sense, the company receives CVs and Cover Letters daily, which are processed by the Human Resources team. We store profiles that suit our needs in databases, to later establish contact with the potential employee.

PIBRA participates in various trade fairs throughout the year and also promotes business visits to its headquarters. In this context, we also collect data about companies that are our clients/potential clients, and their respective employees, including name, email, position, phone, among others. These data are stored in our databases and will be used to provide information about our products and services, as well as to establish new partnerships.

PIBRA also uses Google Analytics to track how frequently users access our website ([www.pibra.com](http://www.pibra.com)). We analyze and use this information to understand our users' preferences and thus be able to produce useful, interesting, and relevant content. We also have a presence on social networks, namely Facebook, LinkedIn, Instagram, and YouTube, and we advise our users to read the Privacy Policies of the respective social networks.

In the case of other stakeholders, for example, visitors to our establishment, we collect and store information such as name, employer, and contact information in our database(s), and we will use this information to ensure security.

At any time, if you wish, and without interfering with the proper and correct functioning of the company, your information can be deleted from our databases. To express your preferences, you can contact PIBRA through the email [gdp@pibra.com](mailto:gdp@pibra.com)

### Article 5 - Your Correspondence with PIBRA

Your correspondence with PIBRA can be conducted via email, mail, or any other form of communication. We may retain the information from your correspondence to: 1) respond to your request; 2) notify you of procedures, products, business visits, or other services provided by PIBRA; 3) maintain a record of your request, complaint, or similar issues.

If you wish PIBRA to delete your personal information, or refrain from disclosing it, you should contact us via email at [gdpo@pibra.com](mailto:gdpo@pibra.com). If you request PIBRA to not contact a specific email address, PIBRA will maintain a copy of that address in the "Do Not Send" list to fulfill your request.

### Article 6 - Purposes for Processing Your Data

PIBRA processes data in a labor and administrative context, with the main aim of providing goods or services. Thus, our employees' data is used for payroll processing, insurance, internal communication activities, among others. For customers, the data is used to proceed with the delivery of requested/purchased products and services, as well as to meet their needs and maintain the commercial relationship. The data from users of our website ([www.pibra.com](http://www.pibra.com)) and social media are used to enhance more effective communication, by creating more useful, interesting, and relevant content.

### Article 7 - Personal Information Received from Third Parties

Occasionally, PIBRA receives personal information from third parties. This can happen since PIBRA has some recruitment and training partners; you may also share your personal information with PIBRA when you sign up for training, certification, and job offers using these partners.

### Article 8 - Who Has Access to Personal Data

PIBRA does not disclose any personal data of its employees and users to third parties unless: 1) they authorize or request it; 2) it is related to events sponsored by PIBRA; 3) it is required or permitted by law; 4) it is necessary for our employees, suppliers, or partners to provide a product, service, or perform a function on behalf of PIBRA; 5) it is necessary to handle emergencies or acts of nature; or 6) to resolve disputes and complaints (individuals must demonstrate legal authority to act accordingly).

PIBRA will take reasonable precautions to ensure that its employees who have access to personal data receive adequate training for its proper processing, respecting this policy and legal obligations of data protection.

Whenever PIBRA discloses personal data, it will safeguard compliance with the General Data Protection Regulation, in order to protect the user's personal data against illegal or unauthorized processing, as well as against accidental loss, destruction, or other harmful actions.

### Article 9 - Data Storage and Retention

The personal data of employees and potential employees are stored on PIBRA's servers located in Portugal. These servers are protected and maintained in accordance with high security standards, ensuring compliance with applicable privacy laws.

PIBRA retains personal data only for the period necessary to fulfill its legal obligations to its employees.

Please note that the personal data of users of our website ([www.pibra.com](http://www.pibra.com)), collected through Google Analytics, as well as data from users of our social media channels (Facebook, LinkedIn, Instagram, and YouTube), are stored on Google's databases and the respective social media platforms. Therefore, we advise our users to read their Privacy Policies.

For more information about data storage and retention, as well as your rights to erasure and data portability, please contact us via email at [gdpo@pibra.com](mailto:gdpo@pibra.com)

### Article 10 - Information Security

The personal data of employees and potential employees are stored on PIBRA's servers located in Portugal. These servers are protected and maintained according to high security standards, ensuring compliance with applicable privacy laws.

PIBRA retains personal data only for the period necessary to fulfill its legal obligations to its employees.

It's important to highlight that the personal data of users of our website ([www.pibra.com](http://www.pibra.com)), collected through Google Analytics, as well as data from users of our social media channels (Facebook, LinkedIn, Instagram, and YouTube), are stored on Google's databases and the respective social media platforms. We, therefore, advise our users to read their Privacy Policies.

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### Article 11 - Security and Control

To help protect and ensure security within its facilities, PIBRA is equipped with CCTV systems both outside and inside the buildings. Inside the facilities, CCTV does not cover areas reserved for employees, including changing rooms, sanitary facilities, social areas, and customer areas. PIBRA has an access control system for various zones, using turnstiles, barriers, and RFID readers.

Some of PIBRA's vehicles are also equipped with vehicle tracking and remote immobilization systems, ensuring driver safety and protecting the interests of PIBRA.

### Article 12 - Data Subject Rights

In accordance with the General Data Protection Regulation, all data subjects have the right to obtain information about their personal data. They have the right to know what personal data has been processed by PIBRA, and may also request PIBRA to correct, supplement, block, or delete the data in whole or in part if it proves to be incomplete, incorrect, or irrelevant for processing purposes.

With this notice, we intend to describe PIBRA's policies and practices regarding the collection and processing of your personal data, to ensure you are aware and informed of all the processes related to your data.

You may obtain additional information or clarifications by sending all your questions to the email address: [gdpo@pi-bra.com](mailto:gdpo@pi-bra.com)

### Article 13 - Changes and Updates to the Privacy Policy

We recognize that the right to privacy and the processing of personal data are ongoing responsibilities, and therefore, we reserve the right to modify or update our Privacy Policy, Personal Data Protection Policy, and Terms of Use at any time, particularly when adopting new data processing practices, adopting new privacy policies, or whenever legislative changes require it.

In this way, we advise all our potential employees, clients, potential clients, and website / social media users to stay informed and visit the "Privacy Policy" page regularly. For our employees, we will keep them informed through Internal Communications and via internal email.

## TERMS OF USE & COOKIES

### Article 1 - General Scope

PIBRA may at any time modify, add or delete any of the Terms of Use of its website ([www.pibra.com](http://www.pibra.com)) by updating the content of this page. Users are therefore advised to visit this page regularly.

### Article 2 - Acceptance of Terms of Use

By accessing this website, the user declares to have read, understood, and accepted the Terms of Use described below, without the need for any further act or consent.

### Article 3 - Cookies

"Cookies" are small text files that are stored on your device (computer, tablet, mobile phone) through the internet browser ("browser") and are commonly used to retain information from the visit to the site between various sessions (e.g., preferences, visited pages, etc.).

Cookies are used by most websites on the internet with the ultimate goal of improving the user experience.

### PIBRA uses the following types of cookies:

**Session Cookies:** These are temporary cookies that remain in the browser's cookie file until you leave the webpage. The information collected by these cookies is used to analyze website traffic patterns. Ultimately, this allows us to improve content and usability of the website.

**Analytical Cookies:** These are processed by us, allowing us to quantify the number of users and perform measurement and statistical analysis of how users use the website. We examine your browsing on our website with the goal of improving the products or services we offer you.

**Functional Cookies:** They allow easy and personalized browsing, as they save the user's preferences regarding the use of the website, so you do not need to reconfigure each visit.

With the help of these cookies, PIBRA enhances the creation of a relationship with visitors and customers to improve their experience and collect data to continue improving your browsing on the website and our products and services.

By browsing this website, you agree to the installation of these cookies on your browser.

However, if you prefer not to allow cookies, you have the possibility to deactivate cookies in the internet browser you use, but you should be aware that it may prevent some web pages from being displayed correctly.

How can you configure cookies in the browser?

(Instructions for various browsers)

### Article 4 - Copyright

The texts, images, graphics, downloads, videos, animation, and all other information as well as how they are graphically represented on the website, along with the layout and structure of the site (Materials and Information), are subject to copyright of PIBRA.

PIBRA does not grant you a license or property rights to the Materials and Information, so you do not have the right to reproduce them for any purpose other than personal use.

Neither the website nor parts of it may be copied, distributed, modified, or placed on other sites without prior written permission from PIBRA

### Article 5 - Links to Third-Party Pages

PIBRA may provide links to third-party pages on its website. These sites do not belong to, and are not operated or controlled by PIBRA, and for this reason, PIBRA is not responsible for their content.

### **Article 6 - Disclaimer**

The information on this website is provided by PIBRA as is, and to the fullest extent permitted by applicable law, is provided without warranty of any kind, express or implied. Although the information is considered correct, it may include errors or inaccuracies, and may be changed without notice.

### **Article 7 - Discontinuation**

PIBRA may discontinue the website at any time without notice.

### **Article 8 - Waiver**

PIBRA waives any liability for errors that may occur due to system errors or failure (temporary or permanent) of the website, applications, or other tools. To the fullest extent possible under applicable law, PIBRA will not be liable for any damages resulting from the use, or inability to use, the website.

### **Article 9 - Applicable Law**

These Terms of Use are governed by and construed in accordance with Portuguese law. Any conflict or divergence of interpretation of the same will be submitted to the competent Portuguese court.