



## 1. INTRODUCTION

We, from **GRUPO DLC**, composed of the following companies:

**DLC RO** - DIESEL LINE CAMBUI LTDA – CNPJ (Brazilian Company Taxpayer Registry)  
01.447.279/0002-08 - ROD AMARAL PEIXOTO, 1426 - MAR DO NORTE, RIO DAS OSTRAS  
TOWN, RJ. POSTAL CODE - 28.898-000;

**DLC SG** - DIESEL LINE CAMBUI LTDA – CNPJ (BRAZILIAN COMPANY TAXPAYER REGISTRY)  
01.447.279/0004-61 SÃO MIGUEL, W/O NO. SÃO MIGUEL, SÃO GONÇALO, RJ. POSTAL CODE  
24.445-686;

**DLC ADM** – DLC ADMINISTRATION LTDA. CNPJ (BRAZILIAN COMPANY TAXPAYER REGISTRY)  
49.043.208/0001-87 - AV. NOSSA SENHORA DA GLÓRIA, 1109. PRAIA CAMPISTA – MACAÉ, RJ.  
POSTAL CODE 27.923-215;

**DLC SERVICE** - DLC SERVICES SERVIÇOS ADMINISTRATIVOS LTDA – CNPJ 31.906.791/0001-  
47 - RUA JARDIM SALVARANI, 1371/51 - VILA OLIVEIRA - MOGI DAS CRUZES - SP - CEP 08.790-  
020.

We take very seriously the commitment of protecting the data privacy of our employees, customers, suppliers, partners, service providers or any other personal data incumbents who may further interact with us.

Therefore, we make public our Privacy Policy, so, in a simple, transparent and objective way, and in compliance with the LGPD (Portuguese: General Data Protection Law, Law no. 13.709, of 14th of August, 2028), let this be of your acknowledgement, as your Personal Data is treated in our processes, procedures and systems.

The Privacy Policy purpose is to ensure you, the personal data incumbent, access to rights assured by the General Data Protection Law, both from your experience in visiting our website, and also through the adequate commercial, operational and managerial activities of our corporate processes and systems.

The communication e-mail to our Privacy area is: [privacidade@grupodlc.com.br](mailto:privacidade@grupodlc.com.br)

## 2. TO WHOM IT MAY CONCERN OUR PRIVACY POLICY

The Privacy policy shall be acknowledged and observed by all constituents of our economic group, both administrators, customer relationship employees, and also, service providers, suppliers, partners, public administration and trade union representatives, as well as you.

By utilizing expressions as “you” or “your” it refers to you, personal data incumbent, whether in the condition of customer, stakeholder, private professional, service provider employee, job applicant or candidate to a future posting or even employee of any of our economic group companies.

For us from the DLC Group, to comply with what is determined the LGPD (General Data Protection Law) is an irrevocable commitment we adopt with obstinacy and responsibility!



### 3. DEFINITIONS RELATED TO THE LGPD

**COMMON PERSONAL DATA:** information related to an identified or identifiable natural person;

**SENSITIVE PERSONAL DATA:** personal data concerning racial or ethnic origin, religious conviction, political opinion, membership to a trade union or religious, philosophical or political organization, data concerning health or sex life, genetic or biometric data when linked to a natural person;

**“Subject”:** individual to whom the personal data refers to subject to processing;

**“Controller”:** an individual or legal entity, governed by public or private law who is liable for decisions concerning the processing of personal data;

**“Operator”:** an individual or legal entity governed by public or private law, that performs the processing of Personal Data on behalf of the Controller;

**HEAD:** a person appointed by the controller and operator to act as a communication channel between the controller, data subjects and the National Data Protection Authority (ANPD)

**“Processing”:** all transactions with personal data, that refers the collection, production, reception, classification, use, access, reproduction, transmission, distribution, processing, archiving, storage, disposal, evaluation or control of information, modification, communication, transfer, distribution or extraction;

National Data Protection Authority (ANPD): a government agency responsible for protecting, implementing and inspecting compliance with this Law all across the national territory.

### 4. HOW WE TREAT YOUR PERSONAL DATA

Your personal data may be processed on the following occasions:

Through the site: In the moment you interact through our website, we may come to gather: full name, personal e-mail or phone number in the case you may request we contact you back. To navigating through other contents made available, no personal data is gathered. We guarantee your personal data is protected and are not accessible to any personnel out of the specific function hired and qualified.

Cookies: Files sent by the website host server to the accessing device (without the user personal identification), whose purpose is improving the navigation experience, considering the Equipment IP Interest Access.

What is IP: Acronym for Internet Protocol. It is a set of numbers that identifies a computer on the Internet.



What is a Log: Continuous register, with date and time, showing “what and when” an event happened, identifying the originated IP of this.

In our corporate systems and processes: In order to make way to our commercial operation, we process the personal data of our customers’ employees such as first name, last name, e-mail and phone number. If necessary, the provision of documentation or commission, then we shall gather the CPF (Brazilian Individual Taxpayer Registry) and of the full name. In this case, we store the common personal data in physical secure files, or through technological infrastructure providers, as per the received instructions from customers, and of the time determined by these.

For Employee Management: We gather common personal data, sensitive personal data and banking information of our employees and related legal dependants, for the purpose of labor agreement execution and labor laws fulfillment, for child support payment court orders and of trade union obligations of the worker’s class.

Important: In the case of Personal Data gathering of legal dependants, under 12 years, we make use of consent as unique hypothesis for treatment, meeting the § 1st, of the Art. 14, Law 13,709, from the General Data Protection Law.

For sharing to customers: We may share common personal data and sensitive personal of our employees with our customers to meet commercial agreements in effect: Sensitive Personal Data (photo and health data) to meet the specific regulatory legislation; and Common personal data (name, personal id, social security number, specific training certificates, phone number and e-mail) to meet security demands related to the activity we perform in.

For sharing to hired suppliers: We share your personal data with specialized suppliers who may help us in the management of our business and for hiring of benefits to our staff.

Additionally, we also share your personal data when mandatory for the fulfillment of such demands: sector regulatory, trade union related, government public organs, in the ambit of federal, state, and municipal, court orders compliance, public safety and legislation in force.

Our suppliers and third parties (Operators) involved in our activities are guided and warned about to how treat personal data shared by us and only for the Fulfillment of the purpose determined by us, also ensuring the information security in internal processes, according to the General Data Protection Law.



FILLING VACANCIES: We receive résumés with personal data (Name, personal phone number, – E-mail and address) by means of online form fill-out, available on our website, or through specific job site platforms of recruitment and selection we partner with to support of such functions.

## 5. KNOW WHAT ARE YOUR RIGHTS REGARDING THE LGPD

In the Art. 18, of LGPD, your rights are listed, and we, as **controllers** of your **personal data**, are ready to serve you at any moment!

Send us an e-mail requesting information on the topics below:

- ✓ Access to your personal data;
- ✓ Correction of incomplete, inaccurate or outdated data;
- ✓ Anonymization, blocking or deletion of data that is unnecessary, excessive or processed in non-compliance with the LGPD;
- ✓ Personal Data portability to another service or product provider, upon express request, **in accordance with the regulations of the national authority**, subject to commercial and industrial secrets;
- ✓ Elimination of personal data processed with the data subject's consent, except in the cases provided for in art. **16 of this Act**;
- ✓ Information from public and private entities with which the **CONTROLLER (DLC GROUP)** Made share use of date;
- ✓ Information on the possibility of non-providing consent and on the consequences of such refusal;
- ✓ Revocation of consent.

## 6. ADDRESS TO COMMUNICATE

Important to reinforce that DLC has become available an email for overall questions, suggestions and customer service.

Should any person identify Privacy Policy violation, please, report through the following e-mail [privacidade@grupodlc.com.br](mailto:privacidade@grupodlc.com.br)

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**Luiz Antônio Caporali**

Managing Director