

<b>ABDI</b> <b>Brazilian Agency for</b> <b>Industrial</b> <b>Development</b>	<b>NORMATIVE INSTRUCTION – INA 14</b> <b>PRIVACY AND PERSONAL DATA PROCESSING</b>		
	<b>Version</b> <b>00</b>	<b>Information and</b> <b>Communication</b> <b>Technology Unit –</b> <b>UTEC</b>	<b>Page 1 of 10</b>

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**1. OBJECTIVE**

Demonstrate ABDI's commitment to its USERS and provide guidelines on how to manage the various activities and operations related to privacy and personal data processing. This document is part of ABDI's personal data privacy governance program, in compliance with the General Data Protection Law (Law No. 13.709/2018 – LGPD) and other sector-specific laws on the subject.

**2. APPLICATION AND SCOPE**

It applies to (i) all employees – permanent staff, special advisory positions (CAEs), and fixed-term contracts – interns, minors in training programs, members of the Executive Board (Direx), and employees and public servants seconded to the Agency; (ii) third parties, whether individuals or legal entities, that act for or on behalf of ABDI in operations involving personal data processing carried out within the scope of ABDI's activities; (iii) external personal data processing agents who, in any way, relate to the Agency; and (iv) data subjects, whose personal data is processed by ABDI.

Adherence to this Normative Instruction is mandatory for all recipients in their relationship with ABDI, except in cases provided for by law, and includes all data held, used, or transmitted by or on behalf of ABDI, in any form of media. This includes personal data recorded on paper, stored in computer systems or mobile devices, as well as personal data transmitted orally.

**3. DEFINITIONS**

**3.1. Anonymization** – Use of reasonable and available technical means at the time of personal data processing, by which data loses the possibility of being associated, directly or indirectly, with an individual. Anonymized data is not considered personal data for the purposes of the LGPD.

**3.2. National Data Protection Authority (ANPD)** – An agency responsible for overseeing and guiding the application of the LGPD and for enforcing administrative sanctions in case of violations of the law.

**3.3. Consent** – A free, informed, and unequivocal expression by which the USER agrees to the processing of their personal data for a specific purpose.

**3.4. Personal Data** – Information related to an identified or identifiable natural person. Personal data also includes data used to form the behavioral profile of a specific natural person.

**3.5. Sensitive Personal Data** – Personal data concerning racial or ethnic origin, religious conviction, political opinion, membership in a union or a religious, philosophical, or political organization, health or sexual life data, genetic or biometric data when linked to a natural person.

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**3.6. Data Protection Officer (DPO)** – A natural or legal person appointed by the data controller to act as a communication channel between the controller, data subjects, and the National Data Protection Authority (ANPD). They will be responsible for implementing the compliance program with personal data protection laws and overseeing activities related to personal data protection within the Internal Controls and Compliance System.

**3.7. Data Controller** – A natural or legal person, public or private, who is responsible for making decisions regarding the processing of personal data.

**3.8. Data Processor** – A natural or legal person, public or private, who processes personal data on behalf of the Data Controller.

**3.9. Third Party** – A natural or legal person contracted by ABDI to develop or assist in the development of its activities, both as a supplier of goods or services and as a business partner.

**3.10. Data Subject (USER)** – A natural person to whom the personal data being processed relates.

**3.11. Personal Data Processing (PROCESSING)** – Any operation performed on personal data, such as collection, production, receipt, classification, use, access, reproduction, transmission, distribution, processing, filing, storage, deletion, assessment, information control, modification, communication, transfer, dissemination, or extraction.

**3.12. Cookies** – Small files sent by systems and stored on USERS' devices, which store preferences and other information to personalize the USERS' navigation on the site according to their profile.

**4. GENERAL DESCRIPTION OF THE PROCESS**

**4.1.** ABDI, in conducting its activities, performs various operations of personal data processing with the best interest of the data subjects in mind, respecting their rights. ABDI may be characterized as a Data Controller, Data Processor, both a Data Controller and Data Processor, or a Co-Controller of Personal Data, as defined by the LGPD. In all its roles, ABDI reinforces its commitment to complying with privacy and personal data protection regulations.

**4.2.** Personal data is collected based on the USER's consent, and the relationship and respective purposes are outlined in Appendix I, not applying to the cases provided for in Article 4 of the LGPD.

**4.3.** ABDI is not responsible for the accuracy, truthfulness, or timeliness of the information provided by the USER. It is the USER's responsibility to provide accurate information or update it whenever necessary.

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**4.4.** ABDI may update and enrich the data.

**4.5.** ABDI guarantees the USER the right to correct incomplete, inaccurate, or outdated data.

**4.6.** ABDI uses market-compatible technologies, respecting the state of the art, with constant updates, to record navigation behaviors, clicks, events, and non-identifiable data. All technologies used must comply with current legislation and the terms of this Normative Instruction.

**4.7.** By using ABDI's digital platforms, the USER may be directed, via link, to other independent websites or platforms that may collect the USER's information and have their own Privacy Policy and Personal Data Processing.

**4.8.** It is the USER's responsibility to read the Privacy Policy and Personal Data Processing of such digital environments outside ABDI's environment, and it is the USER's responsibility to accept or reject it.

**4.8.1.** ABDI is not responsible for the Privacy Policy and Personal Data Processing nor for the content of any websites, content, or services outside ABDI's systems, even if linked to them through links.

**4.9.** The consent provided by the USER is collected in an individual, clear, specific, legitimate, and informed manner to the data subject.

**4.10.** The USER may request their rights regarding personal data processing or report any violations of their personal data, as well as resolve any doubts regarding the provisions in this Normative Instruction, through ABDI's LGPD service channel, available on the institutional portal: <https://abdi.com.br/lgpd>.

**4.11.** The database, formed through the collection of personal data, is the property and responsibility of ABDI. Its use, access, and sharing, when necessary, will be made within the limits and purposes of ABDI's institutional activities and as described in this Normative Instruction and in specific Terms of Use, when available.

**4.11.1.** The USER is jointly responsible for the protection, confidentiality, and security of their personal data.

**4.11.2.** Sharing passwords or access data violates this Instruction and Normative Instruction No. 12 – Information Security.

**4.12.** Internally, USER data will only be accessed by professionals duly authorized by ABDI. Access is restricted to those who need the information to provide services and for the purposes outlined in this Instruction and according to any specific consents given to ABDI.

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**4.13.** The data collected from USERS will be stored on ABDI's own servers or may be transferred and stored in third-party cloud services contracted by ABDI, both in Brazil or abroad. By submitting their personal data, USERS accept this transfer and storage. All reasonably available technological measures will be taken to ensure that USERS' data is processed securely and in compliance with Brazilian legislation and this Instruction. However, USERS' data stored abroad will also be subject to the respective local laws, including those related to personal data protection.

**4.14.** The personal data collected may be shared for the purposes stated in Appendix I, provided there is specific consent from the data subject, except in cases where consent is not required, as well as in compliance with the legal bases for personal data processing and the principles outlined in the LGPD.

**4.15.** ABDI is responsible for all necessary security measures to protect the collected or processed data from information security incidents and will notify the data subjects and the National Data Protection Authority (ANPD) of any security incidents that may cause relevant risks or harm.

**4.16.** ABDI follows security standards established by law, maintaining the privacy of personal data of its USERS stored in its database, using technology that is adequate to protect this data sufficiently, in order to keep the website environment secure, using appropriate tools and efficient information security controls.

**4.17.** The personal data collected will be kept for the minimum period stipulated in Articles 12 and 34 of the Consumer Protection Code (Law No. 8.078/90) for registration data and Article 15 of the Internet Civil Framework (Law No. 12.965/14) for digital identification data.

**4.17.1.** The data may be deleted before this period if requested by the USER. The data may be kept for a period longer than the one stipulated in this timeframe, for reasons provided by law, by judicial decision, for accountability to regulatory bodies, or for other legitimate interests of ABDI, duly specified and communicated to the data subject. Once the period ends and the legal requirement ceases, the data must be deleted using secure disposal methods or used in an anonymized form for statistical purposes.

**4.18.** ABDI respects the principles of legality, purpose, adequacy, proportionality, necessity, free access, data quality, transparency, security, prevention, non-discrimination, accountability, subsidiarity, and data retention limitation. Additionally, ABDI commits to confidentiality and the preservation of privacy, in accordance with this Instruction, with the USERS.

**5. GENERAL PROVISIONS**  
**USE OF COOKIES**

**5.1.** ABDI uses cookies and similar technologies to assess and understand the profile and behavior of users visiting or accessing the digital platforms, with the purpose of personalizing the USER's browsing experience.

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**5.2.** ABDI uses cookies to facilitate the use and better adapt the digital platforms to the interests and needs of the USER, as well as to compile information about the use of websites and services, helping to improve their structure and content. Cookies may also be used to accelerate future activities and experiences on the digital platforms.

**5.3.** To achieve these purposes, ABDI will use the following types of cookies:

**5.3.1. Necessary** – Cookies strictly necessary for the operation of a website or internet service. They allow the USER to navigate the website and use all necessary features for the operation.

**5.3.2. Performance** – Cookies that help understand how visitors interact with pages, providing information about areas visited, time spent on the site, and any problems encountered.

**5.3.3. Functional** – Cookies that allow the pages to remember the USER's choices, providing a more personalized experience. They also enable USERS to watch videos and use social tools, comment fields, forums, and more.

**5.3.4. Marketing** – Cookies used to provide more relevant content and content of interest to USERS, as well as to present more targeted advertising or limit the number of times it is shown. They also allow the measurement of the effectiveness of an advertising campaign.

**5.3.5. Third-party Cookies** – Technology service providers may use their own cookies on services, with the Agency's authorization, to provide services to ABDI. They will collect USER data on the Agency's properties for the purposes stated in this Instruction.

**5.4.** After the USER consents to the use of cookies when visiting the ABDI websites, the cookie will be stored on their device to remember this for the next session.

**5.5.** At any time, the USER may revoke their consent regarding cookies by deleting them from the digital platforms using their preferred browser settings.

**5.6.** If the USER does not accept some cookies from ABDI's digital platforms, certain services may not function optimally.

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**TERMS OF USE**

**5.7.** The duties of care, attention, and appropriate use of personal data extend to all recipients of this Instruction in the development of their work and activities at ABDI, committing to assist the Agency in fulfilling its obligations in implementing its personal data privacy governance program.

**5.8.** A USER wishing to use ABDI's digital platforms that require registration must provide their personal data, which will be processed as established in this Instruction.

**5.9.** If ABDI detects any inaccuracies or illegality in the information provided by the USER, it may, at its sole discretion, suspend or cancel their account without prior notice. However, this measure does not terminate or reduce the USER's legal responsibility for the accuracy and truthfulness of the data and services they provide. The USER who registers at ABDI using third-party data may be committing a crime, without prejudice to any liability under specific legislation.

**5.10.** The USER will be solely responsible for their registration, updating their registration information, and all activities carried out on their account. They agree to always maintain the security and confidentiality of their account and will be liable for all actions performed on it, both civilly and/or criminally.

**5.11.** The USER agrees not to provide false personal information and not to create accounts in the name of third parties.

**5.12.** Only registered USERS will have access to restricted areas on ABDI's digital platforms.

**5.13.** In the case of using discussion forums on digital platforms, ABDI is not obligated to monitor, edit, or hide any contributions from USERS. However, ABDI reserves the right, at any time, without prior notice and at its sole discretion, to edit or remove any contribution made by USERS.

**5.13.1.** ABDI does not endorse and is not responsible for any opinions, advice, information, or statements made in discussion forums that allow communication between USERS.

**5.13.2.** The USER acknowledges that they are solely responsible for the contributions they make to the discussion forum, including the personal information they publish there.

**5.14.** The USER must respect any technical restrictions established on ABDI's digital platforms.

**5.15.** The USER acknowledges that all intellectual property rights related to ABDI's digital platforms belong to ABDI or have been licensed to ABDI by third parties, including, but not limited to, programming codes, source code, organizational systems, manuals, support documentation, and file presentation.

**DUTIES FOR THE PROPER USE OF PERSONAL DATA**

**5.16.** The duties of care, attention, and appropriate use of personal data extend to all recipients of this Instruction in the development of their work and activities at ABDI, committing to assist the

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Agency in fulfilling its obligations in the implementation of its personal data privacy governance program.

**5.16.1.** Do not make available or ensure access to personal data held by ABDI to any unauthorized or incompetent individuals according to the Agency's standards.

**5.16.2.** Comply with the standards, recommendations, and information security guidelines to prevent information security incidents.

**5.16.3.** Contact ABDI when there is suspicion or occurrence of the following actions:

**a)** Processing of personal data carried out without a legal basis that justifies it or that violates this Instruction.

**b)** Processing of personal data without ABDI's authorization within the scope of the activities being developed.

**c)** Unauthorized deletion or destruction by ABDI of personal data from digital platforms or physical archives.

## **6. FINAL PROVISIONS**

**6.1.** ABDI reserves the right to amend this Normative Instruction at any time, according to its purpose or necessity, such as for compliance with legal provisions or regulations with equivalent legal force. It is the USER's responsibility to check the updated version whenever accessing ABDI's digital platforms.

**6.2.** If third-party companies process any data collected by ABDI, they must comply with the conditions set forth here and ABDI's information security standards.

**6.3.** Any doubts regarding the interpretation of this Normative Instruction will be decided by the Executive Board, with the support of UTEC and ABDI's UJ.

## **7. HISTORY OF DEVELOPMENT OF CHANGES**

<b>Instruction number</b>	<b>Approval instrument</b>	<b>Approval date</b>	<b>Validity</b>
INA 14-00	Direx resolution N <sup>o</sup>		

## **8. ANNEXES**

**Annex I** – List of personal data and purposes of use

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**ANNEX I**

List of personal data and purposes of use

<b>TYPE OF DATA</b>	<b>PERSONAL DATA</b>	<b>PURPOSE OF USE</b>
<b>Registration data</b>	First name, last name, email, CPF (Brazilian individual taxpayer registry), phone, profession, position, postal code, state, city, neighborhood, street address, photo/image.	<ul style="list-style-type: none"> <li>- Identify the USER;</li> <li>- Inform about news, features, content, updates, and other events relevant to maintaining the relationship with the USER;</li> <li>- Promote and publicize ABDI's projects;</li> <li>- Promote the execution of industrial development policies;</li> <li>- Fulfill obligations with government entities to which ABDI is subject, as stipulated in Decree 5.352/2005;</li> <li>- Respond to requests and information inquiries from the USER;</li> <li>- Conduct surveys of interest to ABDI;</li> <li>- Allow access to restricted areas of ABDI's digital platforms;</li> <li>- Provide reports to regulatory bodies as required by law;</li> <li>- Comply with any obligation or request made by a judicial or administrative authority;</li> <li>- Protect rights, safeguard ABDI, or protect USERS or third parties;</li> <li>- Share with service providers on behalf of ABDI for the proper execution of services related to its activities;</li> <li>- Share with partners when necessary for the proper execution of ABDI's projects.</li> </ul>

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<b>Digital identification data</b>	<p>IP address, records of interactions with digital environments, accessed pages, device (operating system version, geolocation, and other installed apps, if necessary), session ID, and cookies.</p>	<ul style="list-style-type: none"> <li>- Personalize the browsing experience on digital platforms through geolocation;</li> <li>- Develop analyses and statistical studies to monitor and assess project results.</li> </ul>
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**DIREX RESOLUTION Nº UJ/00003/2023, DATED 24/02/2023**

Approves the revision of Normative Instruction number 14, which deals with privacy and data protection within the Brazilian Agency for Industrial Development.

The Executive Board of the **BRAZILIAN AGENCY FOR INDUSTRIAL DEVELOPMENT – ABDI**, in the exercise of the powers provided for in Law nº 11.080, dated December 30, 2004, in Article 8 of Decree number 5.352, dated January 24, 2005, and in the Social Statute, considering the deliberation held during the 2nd Ordinary Meeting of the collegiate in 2023,

**RESOLVES:**

**Art. 1** The revision of Normative Instruction nº 14, which addresses privacy and data protection within the Brazilian Agency for Industrial Development, is hereby approved.

**Art. 2** This resolution shall come into effect on the date of its publication.

Igor Nogueira Calvet

Presidente

Carlos Geraldo Santana de Oliveira

Diretor

## Signature Protocol

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The names indicated for signature, along with their status on 29/03/2023, are:

Carlos Geraldo Santana de Oliveira - 27/02/2023 14:57:51 (Digital Certificate)

Igor Nogueira Calvet - 28/02/2023 15:53:55 (Digital Certificate)