

## **TERMS AND CONDITIONS OF USE AND PRIVACY POLICY**

**INSTITUTO CULTURAL FILARMÔNICA**, non-profit organization, duly registered at CNPJ under the No. 07.837.375/0001-50, established at Sala Minas Gerais, R. Tenente Brito Melo, nº 1.090, Bloco 02, Zip Code: 30.180-070, Bairro Barro Preto, Belo Horizonte/MG, is responsible for organizing and managing its Employees hiring process, aiming structuring, and maintaining the Orquestra Filarmônica de Minas Gerais and promote the dissemination of classical music.

By means of this document, **INSTITUTO CULTURAL FILARMÔNICA** presents the Terms and Conditions of Use and Privacy Policy for the participants in the selection process and explains how the personal data of Candidates and hired Employees will be treated.

### **1. TERMS AND CONDITIONS OF USE**

#### **1.1 ACCEPTANCE AND PARTICIPATION IN THE SELECTION PROCESS FOR HIRING EMPLOYEES**

**1.1.1 To participate in the selection process offered by INSTITUTO CULTURAL FILARMÔNICA, the Candidate declares, by submitting the application, that they know and agree with all the rules of this document, presented in the “Trabalhe Conosco” (in English: Work with Us) section. If the Candidate does not agree, it will not be possible for him to participate in the selection process, given that the procedure requires the processing of personal data, not being possible to participate in any other way.**

**1.1.2 INSTITUTO CULTURAL FILARMÔNICA will request the Employee’s written consent for the collection and processing of their personal data on the day of their admission or on a future date for employees who, on the present date, are already working at the Institute.**

**1.1.3 To prove the acceptance of terms, the participation in the selection process and the expression of will of the Data Subject in this regard, INSTITUTO CULTURAL FILARMÔNICA may store log records of the Data Subject.**

**1.2 The acceptance means that the Data Subject agrees with this document and agrees with the collection and treatment of their personal data, pursuant to item 2 - Privacy Policy.**

1.3 Any individual, of any age, may participate in the selection process.

**1.3.1 If the Data Subject is a minor, their participation in the selection process and possible hiring implies acceptance by a parent or legal guardian in relation to all the terms of this document.**

1.3.2 To prove the acceptance of terms, the participation in the selection process and the expression of will of a parent or legal guardian of the Data Subject in this regard, INSTITUTO CULTURAL FILARMÔNICA may store log records of the Data Subject.

1.4 To participate in the selection process, the Candidate must follow the guidelines of the respective notice to which the application will be submitted, published on the website <<https://www.filarmonica.art.br/>>, respecting both opening and closing deadlines.

## **2 PRIVACY POLICY**

2.1 INSTITUTO CULTURAL FILARMÔNICA, as Controller, may collect, process and store personal data provided by the Employee, Candidate and/or by a parent or legal guardian, such as name, CPF, email, address, phone number, emergency phone number, date of birth, driver's license registration number, voter's registration card, reservist certificate, marriage certificate, academic record or University Degree, CTPS and passport.

2.1.1 The following personal data of the Employee's dependents may be collected, processed and stored: RG, CPF, birth certificate and vaccination card.

2.1.2 INSTITUTO CULTURAL FILARMÔNICA will only collect the necessary personal data of the Data Subject to fulfill the purposes described in item 2.2.

2.1.3 In the case of the Data Subject is a child or teenager, INSTITUTO CULTURAL FILARMÔNICA must collect personal data from a parent or legal guardian.

2.1.4 For personal data processing, INSTITUTO CULTURAL FILARMÔNICA may use technologies such as cookies and web beacons.

2.2 INSTITUTO CULTURAL FILARMÔNICA may process, store or use the personal data indicated in item 2.1 for the purposes of managing the selection process, entering into and executing contracts, managing employees by the Human Resources sector, including payments of hired employees, time control, leaves and absences, as well as any activities that involve the employment relationship. In addition, sending communications by any means, such as email, telephone, messaging application such as Whatsapp, including for contacting third parties in emergency cases, as well as sending newsletters, sending offers and news of interest to the Data Subject, development of public profile surveys and studies, identification of the Owner's profile, rendering of accounts, carrying out statistical evaluations, complying with legal, judicial, administrative order or exercising rights in court, answering questions and requests of the Data Subject, evaluating any problems and investigate conduct that violates this document, in addition to keeping it for use in future selection processes, always respecting the freedom and privacy of the Data Subject. INSTITUTO CULTURAL FILARMÔNICA may also process, store and/or use personal data of the Employee's dependents for the purposes of inclusion in the health plan and registration at the Brazilian system e-social.

2.2.1 The Data Subject may, at any time, request that the receipt of e-mails, communications and newsletters sent by INSTITUTO CULTURAL FILARMÔNICA for the purpose of publicizing events be ceased, following the instructions indicated in the e-mail received, through the button “Se descadastrar dessa newsletter” (in English: Unsubscribe from this newsletter) or by making the request by e-mail: lgpd@filarmonica.art.br. The Data Subject will not be able to unsubscribe from the sending of internal communications.

**2.3 Sensitive personal data of the Data Subject will be collected, such as fingerprint and photograph (biometric data) on the day of admission. The Data Subject agrees that INSTITUTO CULTURAL FILARMÔNICA may process, store or use such personal data for the purposes of manage and identification of employees by Human Resources sector, time control, leaves and absences, as well as any activities involving working relationship, in addition to performing statistical evaluations, complying with legal, judicial, administrative order or exercising rights in court, answering questions and requests of the Data Subject, evaluating any problems and investigating conduct that violates this document.**

**2.3.1 In cases where the Data Subject is a musician/conductor and participates in any type of presentation offered by INSTITUTO CULTURAL FILARMÔNICA, the**

**biometric data present in photographs, recordings, and audiovisual reproductions, digital or electronic, as well as in any type of presentation, may be processed, stored and used for the purposes of disseminating INSTITUTO CULTURAL FILARMÔNICA's projects and activities, preparation of collection books and accountability or similar documents. Such personal data may be shared on social media such as Instagram, YouTube and Facebook or any type of electronic or digital media, such as cable, fiber optics, satellite, CDs, DVDs, digital/electronic files, websites, streaming, live broadcast, E-mails, podcasts, mailing list, direct mail, among others.**

2.4 To fulfill the purposes indicated in item 2.2, INSTITUTO CULTURAL FILARMÔNICA may share the personal data collected under item 2.1 with its employees, partners and service providers, such as companies, ticket sales platforms and shipping software of emails, messages and communications, newsletter, personal data management, hosting, database maintenance, as well as with the state of Minas Gerais/BR.

2.5 The Data Subject's personal data collected by INSTITUTO CULTURAL FILARMÔNICA will be stored on a secure server, until the end of the personal data processing or the request for its exclusion by the Data Subject.

2.5.1 INSTITUTO CULTURAL FILARMÔNICA will adopt security, technical and administrative measures capable of protecting personal data from unauthorized access and from accidental or unlawful situations of destruction, loss, alteration, communication or any form of inappropriate or unlawful treatment, even after the end of data processing, according to the minimum standards required by applicable law.

2.6 The Data Subject may exercise the following rights, regarding the processing of its personal data, according to Brazilian Federal Law 13.709/18:

a) facilitated and free consultation on the form and length of the data processing, as well as on the completeness of their personal data;

b) obtain at any time, upon request:

I - confirmation of the existence of the personal data processing;

II - access to personal data;

III - correction of incomplete, inaccurate or outdated personal data;

IV - anonymization, blocking or removal of unnecessary, excessive or processed personal data in breach of the provisions of Brazilian Federal Law 13.709/18.

V - portability of personal data to another service or product provider, upon express request, in accordance with the regulations of the national authority, observing commercial and industrial secrets;

VI - removal of personal data processed with the Data Subject consent, except in the cases guaranteed by article 16 of Brazilian Federal Law 13.709/18;

VII – information about public and private entities with which INSTITUTO CULTURAL FILARMÔNICA has shared personal data;

VIII - information about the possibility of not providing consent and the consequences of denial;

IX - revocation of consent, upon express manifestation of the Data Subject.

c) request a complete electronic copy of their personal data, observing commercial and industrial secrets, in a structure that allows for its subsequent use, including in other processing operations;

d) request the review of any decisions made by INSTITUTO CULTURAL FILARMÔNICA solely on the basis of computerized processing of personal data that affect their interests, including decisions designed to define their personal, professional, consumer and credit profile or aspects of their personality;

e) petition before INSTITUTO CULTURAL FILARMÔNICA regarding their personal data.

**2.7 INSTITUTO CULTURAL FILARMÔNICA makes available the following channels of direct communication with the data protection officer - DPO, for the Data Subject's contact in cases in which they need clarification, complaints, communications or to exercise the rights indicated in item 2.6: [lgpd@filarmonica.art.br](mailto:lgpd@filarmonica.art.br).**

### **3 VIOLATIONS OF THE TERMS OF USE**

3.1 By participating in the selection process, the Candidate undertakes to provide true information about their personal data, in addition to respecting and complying with this document. In case of non-compliance with its provisions, INSTITUTO CULTURAL FILARMÔNICA reserves the right to immediately exclude the Candidate of the selection process without prejudice to the determination of damages and liability of the Data Subject under civil and criminal law.

#### 4 **GENERAL PROVISIONS**

4.1 The Data Subject is aware that the server whose personal data will be stored is not immune to possible invasions by malicious third parties or failures, and may present occasional instability, characteristic of technology services.

4.1.1 In case of failures/instability, INSTITUTO CULTURAL FILARMÔNICA undertakes to promote the necessary efforts to re-establish full functioning of the server in a reasonable time.

4.1.2 The Data Subject is aware that cyber incidents and system intrusions by third parties in bad faith are outside events at the will and responsibility of INSTITUTO CULTURAL FILARMÔNICA. In such cases, INSTITUTO CULTURAL FILARMÔNICA reserves the right to take all appropriate measures to hold the violators liable, in the civil and criminal spheres.

4.2 This document enters into force on 10/11/2022, becoming effective for the Data Subject on the date of acceptance of this document

4.2.1 Upon acceptance, the Data Subject ratifies the application of this document, including for personal data that have been collected before the Brazilian General Data Protection Law came into effect (Federal Law 13.709/18).

4.3 INSTITUTO CULTURAL FILARMÔNICA may amend this document at any time, informing the Data Subject with 05 (five) days in advance.

4.4 The jurisdiction of the district of Belo Horizonte / MG is elected, excluding any other, to resolve any doubts regarding this document, which will be governed by Brazilian law.