

Data Privacy Policy

This site prioritizes the commitment to the security and privacy of its users and visitors. It is worth mentioning that this policy can be changed at any time, which is why we recommend its periodic verification.

Creation: 12/18/2020

Last Updated: 12/18/2020

This Privacy Policy applies to all media controlled by A.W. Faber-Castell Brazil S.A. ("Faber-Castell") and its affiliates, including the www.faber-castell.com.br website and to all websites and applications where this Policy is published ("digital media"). To find out which companies are affiliated with Faber-Castell, you must be look at the Annex I below.

By using media controlled by Faber-Castell, you agree to the terms and conditions of this Privacy Policy and the processing of Personal Data as specified below. If you do not agree to the terms and conditions of this Privacy Policy, please do not use the media controlled by Faber-Castell.

Our media may contain links to third-party websites or media, to which this Privacy Policy does not apply and for which Faber-Castell Brazil is not responsible.

1. Data Officer

Our Data Protection Officer may be contacted through the email address protecaodedados@faber-castell.com.br or the postal address:

Cel. Street José Augusto de Oliveira Salles, 1876 Conj. ADM - Industrial District - São Carlos - SP - ZIP Code 13.570-820.

2. What information do we collect and how?

By interacting with the medias controlled by Faber-Castell, you provide us with Personal Data that enables us to carry out our activities. Refusal to provide your Personal Data may impact your experience in our medias and make order processing impossible.

Here are some examples of situations where we may collect your Personal Data in medias controlled by Faber-Castell:

- When registering to access a media controlled by Faber-Castell, you provide identification and contact details, such as name and email.
- When requesting a quote or making an order for a product or service provided by Faber-Castell, you provide identification, contact and payment details such as name, email, telephone number and credit card number.
- When interacting with our digital media, you provide technical information such as access IP number, operating system, date and time of access, browser used, and pages viewed.

In addition, our digital media may use text files known as "cookies", which store information in your browser in order to provide a personalized experience in our digital media. The "cookies" that Faber-Castell Brazil uses stores Personal Data such as email and password to facilitate your access to digital media in which you are already registered. If you do not agree to the use of "cookies", you can manage your preferences in your browser settings.

If you are an employee, an applicant for a job opening at Faber-Castell Brazil or a service provider, you provide us with personal data necessary to conduct the selection process, maintain the professional relationship between you and Faber-Castell Brazil or between Faber-Castell Brazil and third parties.

By collecting Personal Data from service providers, employees and applicants, Faber-Castell Brazil will inform you of the purpose of collecting the Personal Data. Here are some examples of situations where we may collect Personal Data from service providers, employees and applicants:

- By signing up for a job opening at Faber-Castell, you provide identification and contact data, such as name, email and telephone number, as well as information such as school history and professional experience;
 - When admitted, you provide identification and contact details, such as name, email, address, telephone number, bank details and information about spouses and dependents;
- By representing a service provider or business partner, you provide identification and contact details such as name, email address, telephone number and other data related to the specific services or partnership;
 - When accessing Faber-Castell Brazil facilities, you provide identification data such as name and identity number.

Faber-Castell Brazil may also collect Personal Data from applicant for a job opening through partners who provide recruitment and selection services.

3. How do we use your Personal Data?

Faber-Castell Brazil may use your Personal Data for the following purposes:

- Process orders for products or services;
- Respond to questions and requests from consumers;
- Provide customer service;
- Keep your registration data updated;
- Optimize the use and user experience in our media;
- Credit protection;
- Physical security or information security;
- Comply with legal or regulatory obligations;
- Regularly constitute, defend or exercise rights in legal proceedings, administrative or arbitration;
- Addressing advertising or commercial promotions;
- Market research and market intelligence;
- Prevention and investigation of criminal acts;
- Research and development of products and services.

If you are a service provider, an employee or an applicant for a job opening at Faber-Castell, your Personal Data may be used for the following purposes:

- Admission or dismissal of employees;
- Conducting selection processes for new employees;
- Contracting benefits for employees and dependents;

- Payroll processing;
- Ensuring safety at Faber-Castell's facilities;
- Control of access to confidential information of Faber-Castell;
- For the exercise of functions necessary for the operation of Faber-Castell's business.

Faber-Castell Brazil takes all necessary technical and administrative measures to ensure that your Personal Data will only be accessed by authorized persons whose activities are related to the purpose of collecting personal data.

3.1. Use for advertising publicity

Faber-Castell Brazil will only process your Personal Data for advertising or market research purposes with your consent, which will be requested at the time of collection of personal data, or based on legitimate interest, when there is a previous business relationship between the data subject and Faber-Castell.

At any time you may revoke your already issued consent through the email address protecaodedados@faber-castell.com.br. Please note that the revocation of your consent is effective only in the future, not affecting the processing of Personal Data performed prior to revocation. You also may object to the use of your personal data based on legitimate interest by expressing the option opt-out (deregistration) available in all Faber-Castell Brazil advertising communications.

4. Personal Data of children under the age of 12

The collection of Personal Data from children under the age of 12 will only take place when the processing of Personal Data is necessary for the performance of Faber-Castell's activities. The processing of Personal Data of children under the age of 12 will be subject to the rules of this Privacy Policy.

In situations where it is necessary to collect Personal Data from children under the age of 12, the collection and processing will be subject to obtaining consent from at least one parent or legal guardian. The consent will be provided for a specific purpose and may be revoked at any time through the email address protecaodedados@faber-castell.com.br.

Here are some examples of situations where we may collect Personal Data from children under the age of 12 in faber-castell-controlled media:

- By participating in an event promoted, sponsored or that has the direct participation of Faber-Castell, the person responsible may consent to the collection of Personal Data such as name, age, school, grade and city.
- When registering in a digital media aimed at monitoring school activities, the person responsible may consent to the collection of Personal Data such as name, age, photographs, school, grade and city.
- By registering for a digital media focused on interactive activities and games, the person responsible may consent to the collection of Personal Data as name and age. The non-provision of Personal Data in this case will not affect access to interactive activities and games.

Information regarding processing activities involving Personal Data of children under the age of 12 will be available in the Terms of Use of the respective media controlled by Faber-Castell Brazil and also may be requested at any time, through the email address protecaodedados@faber-castell.com.br.

5. With whom is my Personal Data shared?

Faber-Castell Brazil does not sell Personal Data under its control under any circumstances. Personal Data will only be shared with companies affiliated with Faber-Castell Brazil or with third parties if there is a legal basis for sharing and, in any case, for the purposes set forth in this Privacy Policy.

If you are a Faber-Castell Brazil customer, your Personal Data may be shared in the following cases:

- With organizations that provide payment processing services, to process your orders;
- With organizations that provide logistics services, to deliver your orders;
- With organizations that provide information technology services, to optimize your use and experience in our media;
- With organizations that provide customer service services, to receive and process your requests;
- With organizations that provide marketing and advertising services, for sending advertising;
- With organizations that provide cloud storage services, for the storage of information related to your relationship with Faber-Castell Brazil;
- With companies related to Faber-Castell Brazil for corporate, managerial or market intelligence purposes.

If you are a service provider, your Personal Data may be shared in the following cases:

- With financial institutions, to make payments;
- With public data sources, to carry out due diligence.;
- With public administration bodies, for issuing tax documents.

If you are an employee or an applicant for a job opening at Faber-Castell Brazil, your Personal Data may be shared in the following cases:

- With our human resources area, to perform the screening of resumes;
- With our managers, to evaluate your profile for a possible interview;
- With specialized company, to screening resumes for a particular vacancy;
- For compliance with legal or regulatory obligations;
- For the execution of a contract;
- With companies that provide benefits;
- With a company that provide the training platform for employees.

Faber-Castell Brazil may also share Personal Data in case of a court order or legal determination.

6. Will my Personal Data be transferred to other countries?

There will only be an international transfer of Personal Data if the transfer is necessary for the execution of the activities whose purposes were mentioned in this Privacy Policy. In this case, Faber-Castell Brazil will require that the transfer take place in accordance with the requirements of national law, as well as that the processing of Personal Data be restricted to the purposes described in this Privacy Policy.

7. How long will my Personal Data be stored?

Faber-Castell Brazil takes reasonable technical and administrative measures to ensure that your Personal Data is not stored longer than necessary to achieve the purposes described in this Privacy Policy or for longer than legally permitted.

Personal Data provided by customers or potential customers for registration in digital media controlled by Faber-Castell Brazil will be stored as long as your registration remains active.

If you are a service provider or employee of Faber-Castell Brazil, your Personal Data will be stored as long as the business and/or labor relationship remains in effect. Upon termination of the employment contract or service contract, your Personal Data will be stored for as long as required by applicable law.

If you have applied for a job at Faber-Castell Brazil and have not been selected, your Personal Data may be stored for up to one (01) year after the end of the selection process in which you participated, for the purpose of participating in new selection processes. If you do not agree to the storage of your Personal Data for this purpose, you may inform us via the email address protecaodedados@faber-castell.com.br. If you have applied through social media or platforms specialized in curriculum registrations, you should consult the privacy policies and conditions of use of these tools.

8. What rights do I have with respect to my Personal Data?

As a data subject, you have the right to request at any time (i) confirmation of the existence of processing; (ii) access to data; (iii) the correction or updating of data; (iv) data deletion after the purpose of collection has been achieved; (v) the portability of data to another service provider or product; (vi) the deletion of data processed on the basis of your consent; (vii) information about sharing your data with third parties; (viii) information on the possibility of not providing consent and on the consequences of the negative; (ix) the revocation of consent; (x) review of automated decisions affecting your interests.

In addition, you have the right to object at any time to the processing of your personal data if you understand that this processing is done irregularly.

You can exercise your rights through the email address protecaodedados@faber-castell.com.br.

You also have the right to file a complaint with the Brazilian National Data Protection Authority (ANPD).

9. Changes to this Privacy Policy

Faber-Castell Brazil reserves the right to change this Privacy Policy from time to time in its sole discretion. When this occurs, the date of the last update at the top of this Privacy Policy will also be revised.

10. Additional information

If you have any questions about this Privacy Policy or how your Personal Data is used by Faber-Castell Brazil, please contact us at the protecaodedados@faber-castell.com.br.

ANNEX I

This Privacy Policy applies to all media controlled by A.W. Faber-Castell Brazil S.A. ("Faber-Castell Brazil") and other companies directly or indirectly controlled by Faber-Castell Brazil in Brazil, including:

- A.W. Faber-Castell Brazil S.A.;
- A.W. Faber-Castell Brazil Amazônia S.A.;
- Prolapis Forestry Limited;
- FCS Commercial Importer and Exporter Ltda;
- Forestry Iguaçu S/A;
- Greencastle Commercial Exporter Ltda.