



Banco do Brasil S.A., London Branch

Client Privacy Notice

This Client Privacy Notice explains the Banco do Brasil London Branch privacy policy as it applies to the products and services Banco do Brasil London Branch offers to its clients. This Notice sets out the basis on which we will collect and process your personal data. Personal data may be provided by you directly or provided to us by a third party for example your employer.

Please read this Notice carefully so that you understand what personal data of yours we collect and how we will use it.

Your personal data may be collected:

- During the process of any application you make to use our products or services;
- While we are on-boarding you as a client and
- For the duration of your relationship with us.

At each stage we are fully committed to protecting and respecting your privacy.

If you have any questions about this Notice or about our data protection policies and procedures, you can write to us at:

Banco do Brasil London Branch
4th Floor Pinners Hall
105-108 Old Broad Street
London EC2N 1ER

Alternatively, you can e-mail our Data Protection Officer: london.dpo@bb.com.br

Why We Collect Your Personal Data and what we use it for

Banco do Brasil London Branch is required to comply with the Data Protection Act 2018. This act covers data protection and privacy for individuals within the UK, EU and the European Economic Area (EEA) where it is known as the **General Data Protection Regulations (GDPR)**. This law also addresses the export of personal data outside the EU and EEA areas.

The following paragraphs describe why Banco do Brasil London Branch collects and how it uses the information we hold about individuals (known as **personal data**). These individuals may be personal customers, BB Remessa users or persons closely associated with organisations with which we transact business (referred to as **'you'**, **'your'**). This information also outlines your rights under the Data Protection Act 2018 and GDPR.

Personal data means information that can be associated with a specific or directly or indirectly identifiable individual. Personal data includes, but is not limited to, your name, date of birth, home address, telephone number(s), e-mail address, bank account information and government-issued credentials (e.g., driver's license number, passport or national ID number), work contact details, signatures, even CCTV footage, should you visit our office.

Banco do Brasil London Branch only collects personal data that is necessary to carry out our business activities effectively, such as:

- Establishing a business relationship with you (business card information, contact details);
- "On-boarding" your corporate entity taking account of Anti-Money Laundering and terrorist financing laws and regulations including sanctions screening;
- Detecting and preventing financial crime (Compliance monitoring, sanction screening, fraud prevention and risk management);
- Conducting business and providing business services.



For these purposes we work with other organisations such as credit agencies to provide these services and functions.

Banco do Brasil London will only process your personal data where we are obliged to for legal or regulatory reasons or where there is a legitimate business reason for doing so, for example in order to comply with Anti-Money Laundering or terrorist financing legislation.

When we process personal information to meet our legitimate business interests, we put in place robust safeguards to ensure that your privacy is protected.

Before we send you marketing communications, we will obtain your consent as required by law.

Process means any method or way that we handle personal data or sets of personal data, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, and consultation, disclosure by transmission, dissemination or otherwise making available, erasure or destruction of Personal Data.

What kind of personal data we collect

We collect personal data when we are establishing a business relationship with you:

- Business card information;
- Our internal notes on the business relationship e.g. records of meetings held with you.

We collect personal data during the process of on-boarding you as a client, and to ensure that it remains correct and updated where necessary for the duration of our relationship with you. Certain information is mandatory before we can enter into an agreement or contract with you (e.g. your name and personal identification documents). Other information is necessary for us to comply with our legal and regulatory obligations. For example, Anti Money-Laundering legislation. This information can include corporate ownership details and identification documents.

Before entering into an agreement with you the following information must be given to us:

- Name
- Date of birth
- Nationality
- Personal Identification documents (e.g. passport, driver's license)
- Proof of residence
- Details of your ownership or percentage ownership of a corporate entity
- Your job title and area of responsibility
- Your signature

If you do not provide this information, we will not be able to enter into an agreement with you:

We will continue to collect data throughout our relationship with you, which may include personal information, such as:

- Your communications with us, including recordings of telephone calls and electronic communications such as e-mail;
- Details of any gifts or entertainment;
- Photographs and images from on-site CCTV, should you visit our offices;
- Information related to your bank accounts and transactions;
- Your signature on documents, including electronic signatures.

We will also collect personal data, including your name, bank account details, and payment amounts if you are a user of BB Remessa or you are a recipient of payments made to you by BB Remessa users.



Where required by law, we will share personal data with regulators, courts and other law enforcement authorities.

We will share personal data with other entities within the Banco de Brasil group of companies. These may include other branches as well as separate legal entities.

We will share your data with our service providers, should it become necessary to obtain specialist external advice and business partners that perform services on our instructions

In all cases, we will take steps to try to ensure that the entity to which we transfer your personal information uses it in a manner that is consistent with this notice.

We do not carry out any automated decision-making using your personal data.

Transfer of data

As the United Kingdom branch of a Brazilian bank with global operations, the transfer of data throughout the organisation, both within and outside the EU, is required to enable business activities to occur. Such business activities include creating records of your company on our systems, processing transactions, compliance with local and global regulations, provision of work contact details for communication purposes, emergency procedures etc. In addition, we sometimes use third parties that are located outside the EU to support us in these activities.

Wherever possible, we will avoid transferring your personal data outside the EU. However, where international transfer of your personal data is unavoidable, we will ensure that appropriate safeguards are in place, including contractual commitments where necessary, in accordance with applicable regulatory legal requirements to ensure that your data is adequately protected.

Storage of data

We will only keep your personal data for as long as we have a relationship with you or with a company for which you work. Once this relationship has come to an end, we will retain your personal data for as long as we are required to keep it by law or regulatory requirements, or need to keep it for the establishment, exercise or defence of legal claims.

Your Rights

Subject to certain objections and limitations, by law you have the right to:

- Request access to your personal data;
- Request corrections to the personal data we hold about you;
- Request erasure of your personal data (the “right to be forgotten”);
- Request the restriction of processing of your personal data;
- Request us to transfer your personal data, that you gave us, to another company in a commonly used electronic format;
- Object to processing of your data for purposes such as direct marketing;
- Request not to be subject to automated decision making.

You can obtain further information about your rights from our Data Protection Officer and you are also entitled to submit any complaint you may have to the data protection regulator in the UK, the Information Commissioner’s Office at www.ico.org.uk or via the ICO telephone helpline: 0303 123 1113.