

Date July 14, 2026

INFORMATION SECURITY POLICY

Lefosse

Index

1	Definitions.....	3
2	Purpose	3
3	Scope	3
4	Information security principles.....	4
5	How we protect Information	4
6	Responsibilities	4
7	Incident management.....	4
8	Information sharing	5
9	Legal compliance	5
10	Questions	5
11	Updates to this Policy.....	5

INFORMATION SECURITY POLICY

We at Lefosse Advogados (“**Lefosse**” or “**we**”) recognize that information is an essential asset for the development of our activities and for maintaining the trust of our clients, partners, professionals, and other related parties.

Accordingly, we have established this Information Security Policy (“**Policy**”) to explain, in a simple, transparent, and clear manner, how we protect the information under our responsibility, in compliance with applicable legislation and best security practices.

This document is also available in PDF format. [Click here](#) to access it.

1 Definitions

Information	Any data, document, or content, regardless of the means of storage or transmission.
Information asset	Resources used to store, process, or transmit information, including systems, equipment, and documents.
Lefosse	Means Lefosse Advogados.
Users	Individuals who access or use Lefosse's information, including partners, lawyers, professionals, third parties, and business partners.
Security incident	An event that compromises or may compromise the confidentiality, integrity, or availability of information.
Policy	Means this Information Security Policy, intended to ensure the protection of information used at Lefosse.

2 Purpose

This Policy aims to establish the guidelines adopted by Lefosse to protect its information, ensuring:

- Prevention of unauthorized access, loss, or improper alteration.
- Continuity of the law firm's operations.
- Compliance with applicable legislation, including the Brazilian General Data Protection Law (Law No. 13,709/2018).
- Preservation of institutional trust and reputation.

3 Scope

This Policy applies to all users who have access to Lefosse's information, including:

- Partners, lawyers, and professionals;
- Service providers and third parties;
- Business Partners and suppliers;

It applies to all environments and means of information processing, both physical and digital.

4 Information security principles

- **Confidentiality**
Ensuring that information is accessible only to authorized individuals.
- **Integrity**
Ensuring the accuracy and completeness of information and protecting it against improper alterations.
- **Availability**
Ensuring access to information whenever necessary by authorized users.

These principles structure the management of information security risks and guide the controls adopted by Lefosse.

5 How we protect Information

- Access control based on need-to-know;
- Authentication mechanisms and system protection;
- Classification and proper handling of information;
- Protection of data at rest and in transit;
- System monitoring and identification of suspicious activities;
- Backup procedures and business continuity plans;
- Continuous risk assessment.

6 Responsibilities

Information Security is everyone's responsibility.

(i) Lefosse

- Establish security controls and policies;
- Promote training and awareness;
- Continuously monitor and review its practices.

(ii) Users

- Use information securely and responsibly;
- Comply with this Policy;
- Report incidents or suspected breaches.

7 Incident management

Lefosse adopts procedures for the identification, assessment, and response to information security incidents.

When applicable, relevant incidents may be reported to competent authorities and affected parties, in accordance with the law.

8 Information sharing

Information is shared only when necessary for the development of Lefosse's activities and subject to appropriate security measures.

When applicable, contractual obligations are established to ensure information protection.

9 Legal compliance

Lefosse complies with applicable legislation on information security and personal data protection, including the Brazilian General Data Protection Law.

Security measures are adopted to protect information against unauthorized access and accidental or unlawful events, as required by law.

10 Questions

In case of questions or requests related to this Policy, please use the contact channels available on the Lefosse website.

11 Updates to this Policy

This Policy may be updated periodically by Lefosse. The updated version will be made available on the firm's website.