



# Terms of Use for PUC-Rio Website



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## 1. Introduction

This document, called terms of use, aims to provide guidance on the processing of personal data of those who visit and use the features available on the PUC-Rio websites (puc-rio.br). By using the websites, the user agrees to comply with all the terms and conditions of this document.

PUC-Rio may change, add, or remove parts of these terms of use at any time. Such changes will take effect immediately upon publication. It is the user's responsibility to review the terms of use before each access to the site. By continuing to use the site, the user agrees to any changes made.

This document summarizes the most relevant concepts of the General Data Protection Law (LGPD) - Law No. 13,709/18 - and presents the conditions for the use of PUC-Rio websites.

## 2. Main Concepts of LGPD

Law No. 13,709/2018 - General Data Protection Law (LGPD) deals with "the processing of personal data, including digital, by a natural person or by a public or private legal entity, with the aim of protecting fundamental rights of freedom and privacy and the free development of the natural person's personality (Art. 1)."

### 2.1 Personal Data

For the purposes of the LGPD, it is considered (Art. 5):

- *Personal data*: data related to an identified or identifiable natural person. Examples of personal data include: name, address, email, identity, CPF, location data (collected by GPS), connection testimonials (cookies);
- *Sensitive personal data*: personal data about racial or ethnic origin, religious belief, political opinion, membership in a union or organization of a religious, philosophical, or political nature, data related to health or sexual life, genetic or biometric data, when linked to a natural person;
- Data Processing.

The LGPD applies to any processing operation carried out by a natural person or by a public or private legal entity, regardless of the means, the country of its headquarters, or the country where the data is located (Art. 3).

The processing of personal data and sensitive personal data includes the following activities, among others:

- Collection, classification, storage;
- Access, reproduction, modification, deletion;
- Termination;
- Sharing.

The processing of personal data may be carried out, among other recognized hypotheses in the LGPD (Art. 7 and 11):

- By obtaining consent from the data subject;
- For the fulfillment of a legal or regulatory obligation by the controller;
- For the execution of a contract.

### 2.2 Subjects

The LGPD recognizes the following subjects in the activity of processing personal data (Art. 5):

- *Data subject*: a natural person to whom the personal data being processed refers, users of PUC-Rio websites;
- *Controller*: a natural or legal person, public or private, responsible for decisions regarding the processing of personal data;
- *Operator*: a natural or legal person, public or private, who processes personal data on behalf of the controller;
- *Data Protection Officer*: a person appointed by the controller and operator to act as a communication channel between the controller, data subjects, and the National Data Protection Authority. The Data Protection Officer is accessible via email at [encarregado-lgpd@puc-rio.br](mailto:encarregado-lgpd@puc-rio.br).



### 3. Terms of Use

PUC-Rio maintains various websites, on its Internet domain ("puc-rio.br"), for the dissemination of its activities. The processing of personal data carried out by PUC-Rio websites follows the guidelines outlined in the Privacy Notice.

By accessing one of PUC-Rio's websites, the user agrees to the terms and conditions described below:

- The websites contain texts, photographs, images, and sound, which are protected by copyrights or other intellectual property rights. These rights belong to PUC-Rio or have been granted under license by their holders for use on these websites and cannot be used without express authorization.
- The websites use HTTP cookies or simply cookies, which are small files saved on the user's device (computer, tablet, or phone) when visiting a website. Cookies are used mainly for three purposes:
  1. Session management: authentication control, "shopping cart," or other data that the server needs to remember about the session.
  2. Customization: user preferences, such as language used in the session, and other settings.
  3. Traffic analysis: recording and analyzing user behavior.
- PUC-Rio requests user consent for the creation of cookies during navigation on its websites. The user will receive the following notice:

This website uses HTTP cookies to enhance your experience. You can explicitly accept the use of HTTP cookies by clicking the button next to it, or implicitly accept their use by continuing to browse the website.

- The user can disable the use of cookies by changing their browser settings, but this may affect the functioning of the website (see how to do it in your browser's help menu).