

ENROLLMENT INSTRUCTIONS FOR GRADUATE PROGRAMS

DOCUMENT VALID ONLY FOR FOREIGN APPLICANTS

1ST ACADEMIC SEMESTER OF 2024

The Pro-Rector of Graduate Studies - PRPG, through the Office of Academic Registration and Control - DRCA, hereby publishes this " **ENROLLMENT INSTRUCTION**" regarding the regular enrollment of foreign candidates in the Stricto Sensu Graduate Programs (PPGSS) of the Federal University of Lavras - UFLA, valid for the first academic semester of 2024.

These Enrollment Instructions are based on Federal Law No. 9,394/1996, as amended by Federal Law No. 13,184/2015, Decree No. 8,727/2016, Federal Law No. 13,726/2018, MEC Ordinance No. 360/2022, Teaching, Research and Extension Council (CEPE) Resolution No. 175/2021, PRPG/UFLA/2024.1 Notices, and other pertinent rules.

**** RECOMMENDATION #1 ****

Read this entire document CAREFULLY. Knowledge of this content is an important part of ensuring your enrolment.

1. DOCUMENTATION FOR ENROLLMENT

- 1.1. To apply for enrollment, all candidates selected by the selection processes conducted by PRPG/UFLA must fill in the **Enrollment Application** form, generated by the website <https://sigaa.ufla.br/sigaa/public/home.jsf#> (see step-by-step available at **ANNEX I**).
- 1.1.1. We recommend using Mozilla Firefox as your browser.
- 1.1.2. Foreign applicants selected through specific programs or selection processes must request the Enrollment Application from the Office of International Affairs, via the following email address dri@ufla.br.
- 1.1.3. The candidate must download the Enrollment Application with the correct data and **digitally** insert a recent 3x4 photo into the application in the field provided.
- 1.1.4. The application **should not be printed out and signed manually**. It must be sent as a PDF file.

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- 1.2. Considering the determinations contained in MEC Ordinance No. 360/2022, which provides for the conversion of academic records to digital media, **in the case of foreign applicants, the handwritten signatures on the initial registration forms will be replaced by the sending of a selfie photo of the applicant holding their own identification document**, in which the photo and document number appear.
 - 1.2.1. If the document is laminated, two photos must be sent: one of the front and one of the back of the document.
 - 1.2.2. For more information on how to take a selfie, see the **ANNEX II**.
- 1.3. The candidate must send all the required documents, in **PDF** format, as per item 2.2 of these instructions.
 - 1.3.1. If it is necessary to scan documents that are printed on physical media, it will be the candidate's responsibility to note that these documents must be scanned and sent with all the information legible, in a good quality file (without cuts, erasures or amendments).
 - 1.3.2. In the case of sending born-digital (electronically generated) documents, these must be sent as they were downloaded, without any alterations whatsoever.
- 1.4. **Foreign** applicants must send the following documents:
 - 1.4.1. Registration application produced as provided for in item 1.1 or 1.1.2, as appropriate;
 - 1.4.2. Selfie photo of the candidate holding their ID card, as per item 1.2. and **ANNEX II**;
 - 1.4.3. Proof of registration status in the Individual Taxpayer Register (CPF), obtained exclusively from the following website:
https://servicos.receita.fazenda.gov.br/SERVICOS/CPF/CONSULTASITUACAO/CONSULTA_PUBLICA.ASP (**NOT THE CPF CARD**);
 - 1.4.3.1. The CPF must be updated with the IRS if there have been any changes to the taxpayer's registration details, such as a change of name;
 - 1.4.4. A simple, legible copy of the Passport Identification Sheet and the sheet with the entry stamp. If there is no stamp, present the entry card;

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- 1.4.5.** Simple, legible copy (front and back) of the National Migratory Registration Card (CRNM) issued by the Federal Police or simple, legible copy of the protocol;
- 1.4.5.1.** If the candidate is not yet in Brazilian territory, a simple copy of the Birth or Marriage Certificate may be presented..
- 1.4.6.** Applicants entering the **Master's** program must send a digital or scanned copy (front and back) of their diploma or certificate of completion of their undergraduate degree.;
- 1.4.6.1.** If you studied abroad, submit a complete, legible, legalized or apostilled copy of the diploma or certificate of completion of the degree course, duly signed by the graduate;
- 1.4.6.2.** If the diploma or degree certificate was issued in a language other than Portuguese, a simple, legible copy of the sworn translation of the document must be attached.
- 1.4.6.3.** **In order to be eligible for enrollment, applicants must provide proof of having graduated.** Certificates of probable graduation, graduation forecasts, course completion certificates without a graduation date and/or similar documents **will not be accepted.**;
- 1.4.6.4.** ***Lato Sensu* Graduate Certificates will not be accepted.**
- 1.4.7.** Applicants entering the **DOCTORATE** program must send a digital or scanned copy (front and back) of their master's degree diploma **or** completion certificate (only one of the documents is required);
- 1.4.7.1.** If you took your master's degree abroad, submit a complete, legible, legalized or apostilled copy of the diploma or certificate of completion of the master's degree, duly signed by the graduate;
- 1.4.7.2.** If the master's degree diploma or certificate was issued in a language other than Portuguese, a simple, legible copy of the sworn translation of the document must be attached.
- Candidates selected for the doctorate who have completed their master's degree in **Brazil** and do not yet have a certificate of completion or diploma, must submit a scanned or digital copy of the dissertation defense minutes signed by all the members of the committee (**a defense declaration will not be accepted**);

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- 1.4.8.** If, at the time of enrolment, the candidate has any pending documents, he/she must send the duly completed Statement of Acknowledgement and Agreement, available on the DRCA website (<https://drca.ufla.br/mestrado-e-doutorado/matricula>).
- 1.4.8.1.** Candidates who use the dissertation defense minutes in the documentation for initial registration (item 1.4.7.3) must include the pending master's degree certificate or diploma in the Statement of Acknowledgement and Agreement.
- 1.4.8.2.** Candidates will have until the end of the second academic semester of the course to regularize the pending documentation; **Failure to comply with this provision will result in the cancellation of enrolment.**
- 1.4.9.** Graduates of UFLA courses are exempt from submitting the documents requested in items 1.4.4 and 1.4.5, since they have already submitted these documents in a previous selection process.

2. REGISTRATION OF SELECTED CANDIDATES

- 2.1.** In compliance with Federal Law No. 13.726/2018 and MEC Ordinance No. 360/2022, the submission of documents by candidates will be **exclusively digital**.
- 2.2.** The documentation in PDF format will be sent via **Google Form**, within the registration deadlines established in item **3** of these Instructions
- 2.2.1.** The Google Form can only be accessed via the following e-mail address
<https://forms.gle/o6TQjzvqxMb1Y92a6>
- 2.2.2.** **Attention!** Please note that the form **MUST NOT** be filled in from an institutional account, e.g. @estudante.ufla.br or @ufla.br.
- Likewise, the field for entering your personal e-mail address **MUST NOT** be filled in with the e-mail addresses mentioned in item 2.2.2.
- 2.2.3.** Candidates should only fill in the form **once**. If you need to correct the document, simply use the "edit your answer" option.
- 2.2.4.** If the same candidate fills in more than one answer, the DRCA will consider the last answer as valid, disregarding the previous ones.

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- 2.3. DRCA/UFLA **will not be held** responsible for the non-receipt of digitally sent documentation for any reasons of technical computer order, communication failures, congested communication lines, improper procedure by the candidate, technical factors that make it impossible to transfer data, factors resulting from the actions of third parties or even resulting from unforeseeable circumstances or force majeure that prevent the documentation from being sent.
- 2.4. The documents sent via the Google Form will be checked by the Graduate Academic Registration Department (SRPG/DRCA), during the period provided for initial registration in the Academic Calendar approved by CEPE.
- 2.4.1. After the documents have been analyzed by the SRPG/DRCA, if a document is found to be out of line with the standards requested or if a document is missing, the candidate will be notified via the e-mail address provided on the Google Form.
- 2.4.1.1. The notification message will be sent by SRPG/DRCA to the following address matricula.pos.drca@ufla.br.
- 2.4.1.2. The candidate will have 2 (two) working days to follow the procedures informed and resolve the pending issue.
- 2.4.1.3. **Under no circumstances will pending applications be received after the established deadlines have expired.**
- 2.4.1.4. It is the candidate's responsibility to check any e-mails sent by the SRPG/DRCA on a daily basis.

**** RECOMMENDATION #2 ****

Check your e-mail frequently to see if you have any pending applications.

AVOID LOSING YOUR PLACE!

- 2.5. The DRCA/UFLA **cannot be held responsible** for the non-receipt of electronic messages from the SRPG/DRCA sent to the candidate informing him/her of any pending issues in the enrollment request for any reason whatsoever related to the technical order of the computers, communication failures, congested communication lines, improper procedure by the candidate, technical factors that make it impossible to transfer data, factors resulting from the action of third parties or even factors resulting from unforeseeable circumstances or force majeure that prevent the exchange of messages.

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- 2.6. DRCA/UFLA **will not be held responsible** for any documentation that is not submitted in accordance with the guidelines set out in these Enrollment Instructions.
- 2.7. **Failure to send the documentation via the Google Form in the manner and by the deadlines established will imply irreversible renunciation of the vacancy.**
- 2.8. Enrollment will only take place if the candidate obtains approval in the analysis of the documents sent digitally.
- 2.8.1. Approval of registration is the responsibility of the Graduate Academic Registration Department of the DRCA/UFLA.

**** RECOMMENDATION #3 ****

- Remember: the enrollment request consists of **three steps**:
- Generate the enrollment application (via SIGAA or DRI) AND insert the 3x4 photo;
- Send the documentation via Google Form;
- Keep an eye on your e-mail for possible pending issues and wait for the result

3. DEADLINES

- 3.1. The deadline for the first applicants to submit their registration request and documentation using the Google form (see **ANNEX III**) will start at **10 a.m. on January 2, 2024**, and will end at **5 p.m. on February 23, 2024** (Brasília time).
- 3.2. For **substitute** candidates, the deadline will be from **10 a.m. on 29/02/2024** until **5 p.m. on 04/03/2024** (Brasília time).

4. THE FINAL RESULT

- 4.1. The final result of the enrollment request will be published **from 28/02/2024** for the first applicants, and from **06/03/2024** for the alternates, on the DRCA website (see **ANNEX III**).
- 4.2. Candidates with a DEFERRED result will have their application accepted and will be enrolled.
- 4.3. Candidates who receive an INDEFERRED result, accompanied by the appropriate justification, will have their application rejected and registration will not take place.

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- 4.4. It is the candidate's responsibility to find out the final result of the initial registration request.
- 4.5. DRCA/UFLA **is not responsible** for other forms of publication and/or information on results.

**** RECOMMENDATION#4 ****

BE PATIENT! Preliminary information will not be released.
Please wait for the final results to be published on the DRCA website.

5. OF THE GENERAL PERSONAL DATA PROTECTION LAW (LGPD)

- 5.1. By submitting the documentation for initial registration and having the request granted, the candidate freely and fully consents and authorizes the use, treatment and other procedures provided for in the Consent form, set out in **ANNEX IV**.

6. LOSS OF PLACE

- 6.1. This will result in the candidate losing their place and therefore irrevocably renouncing their place if they:
- 6.1.1. Fail to apply for registration in accordance with item 1.1 of these Instructions;
 - 6.1.2. Fail to send the documentation in the digital form provided for in item 2.2;
 - 6.1.3. Fail to send the documentation within the deadlines set out in item 3;
 - 6.1.4. Fail to resolve any pending issues within the timeframe requested under item 2.3.1.2;

7. SOCIAL NAME

- 7.1. According to Resolution No. 034/2017 of the UFLA University Council, available for consultation at <https://drca.ufla.br/gpgl-legislacao>, in order to use the Social Name in the academic record and in other internal and official documents under the responsibility of the DRCA, the candidate must fill in the Form "Application for the use of SOCIAL NAME within the scope of UFLA" available at the following website <https://drca.ufla.br/mestrado-e-doutorado/formularios-mestrado-doutorado> and send it to the Graduate Academic Records Department (SRPG) of the DRCA/UFLA at the following email address strictosensu.drca@ufla.br.

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- 7.1.1. For the purposes of this item, Social Name means the designation by which the transvestite or transsexual person identifies themselves and is socially recognized, according to Decree No. 8.727/2016.

8. ENROLLMENT INFORMATION

- 8.1. Initial registration will be handled exclusively by e-mail matricula.pos.drca@ufla.br.
- 8.1.1. When contacting us by e-mail, please include the applicant's full name and the type of request in the subject line. For example: FULL NAME - NAME OF COURSE OR PROGRAM - BRIEF DESCRIPTION OF SUBJECT.
- 8.2. General questions about graduate courses and programs can be answered by the graduate student service, which is provided directly by the Integrated Secretariats of the Academic Units.
- 8.2.1. The contact details for the Integrated Secretariats are available on the PRPG website at <https://prpg.ufla.br/contato/contatos-secretarias-integradas>.

9. FINAL PROVISIONS

- 9.1. The candidate assumes full and unconditional acceptance of the rules contained in these Enrolment Instructions and other documents related to this process.
- 9.2. It is the candidate's sole responsibility to comply with the established procedures and deadlines, as well as to check the documents required for enrollment and the rules established for selected candidates, available in this Enrollment Instruction.
- 9.3. Failure to comply, for whatever reason, with the conditions laid down in the Public Notice, the established deadlines and/or failure to present the documentation required for registration, as published in this Instruction, will result in the registration request being rejected and the consequent **loss of the place**, with no possibility of appeal.
- 9.4. The DRCA/UFLA **cannot be held responsible** for any request that is not accepted due to technical reasons such as computer problems, communication failures, congested communication lines, improper procedures by the candidate or technical factors that make it impossible to transfer data.

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- 9.5. DRCA/UFLA **cannot be held responsible** for any communication problems that may occur as a result of incorrect information provided by the candidate when registering or filling in the registration form.
- 9.6. The veracity of the information and documents sent is the responsibility of the candidate.
- 9.6.1. It will be the candidate's responsibility to keep the original documents in their possession so that they can be presented to the Office of Academic Registration and Control on request.
- 9.6.2. Proof that the candidate has provided false information and/or documentation, ascertained after enrolment, in a procedure that ensures a full defense, will result in the cancellation of enrolment at the university, without prejudice to any applicable criminal sanctions.
- 9.7. Any cases not covered by these Enrollment Instructions will be resolved by the Pro-Rector of Graduate Studies (PRPG), in consultation with the Office of Academic Registration and Control (DRCA).

Lavras, December 8, 2023

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SRPG/DRCA/PROGRAD/UFLA

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ANNEX I

ACCESS GUIDANCE FOR GENERATING ENROLLMENT APPLICATIONS

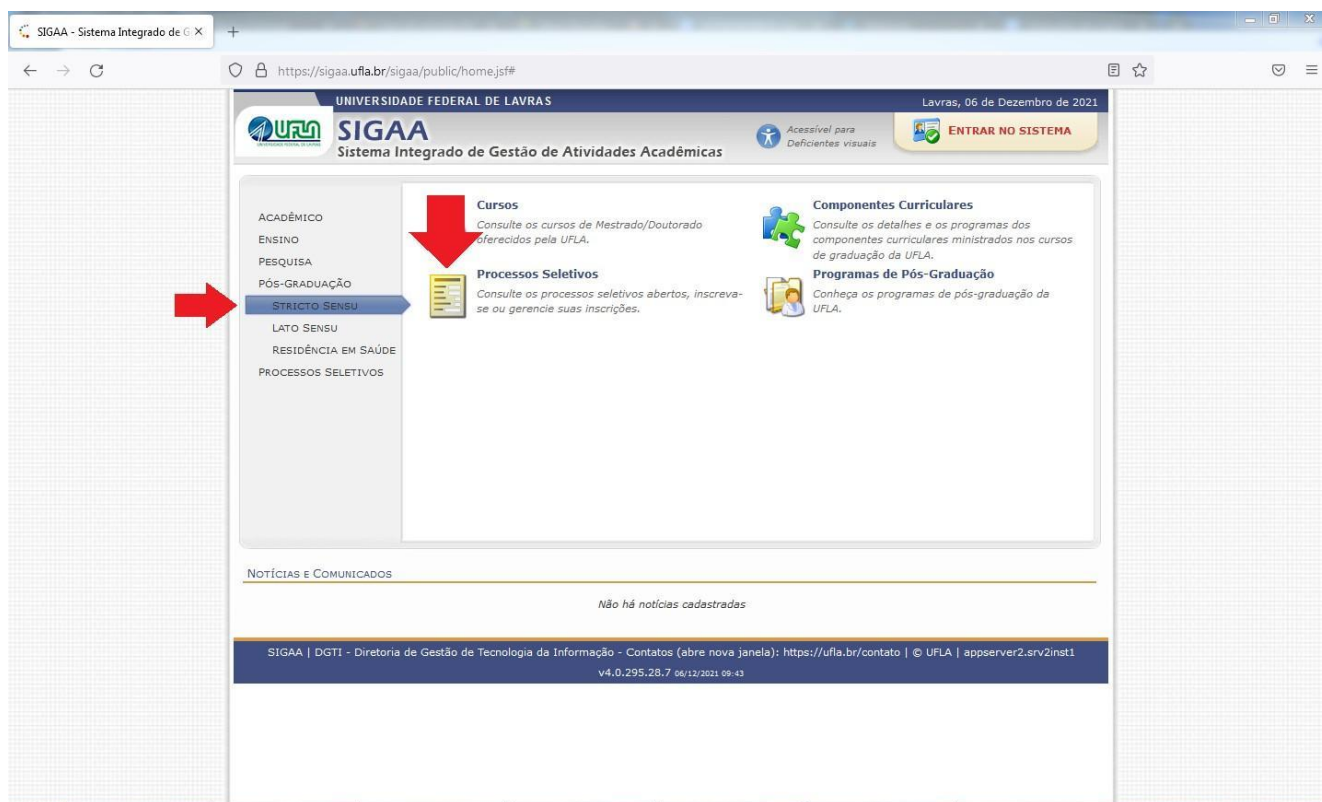
Attention! Only for foreign candidates selected by selection processes conducted by PRPG/UFLA

Access: <https://sigaa.ufla.br/sigaa/public/home.jsf>

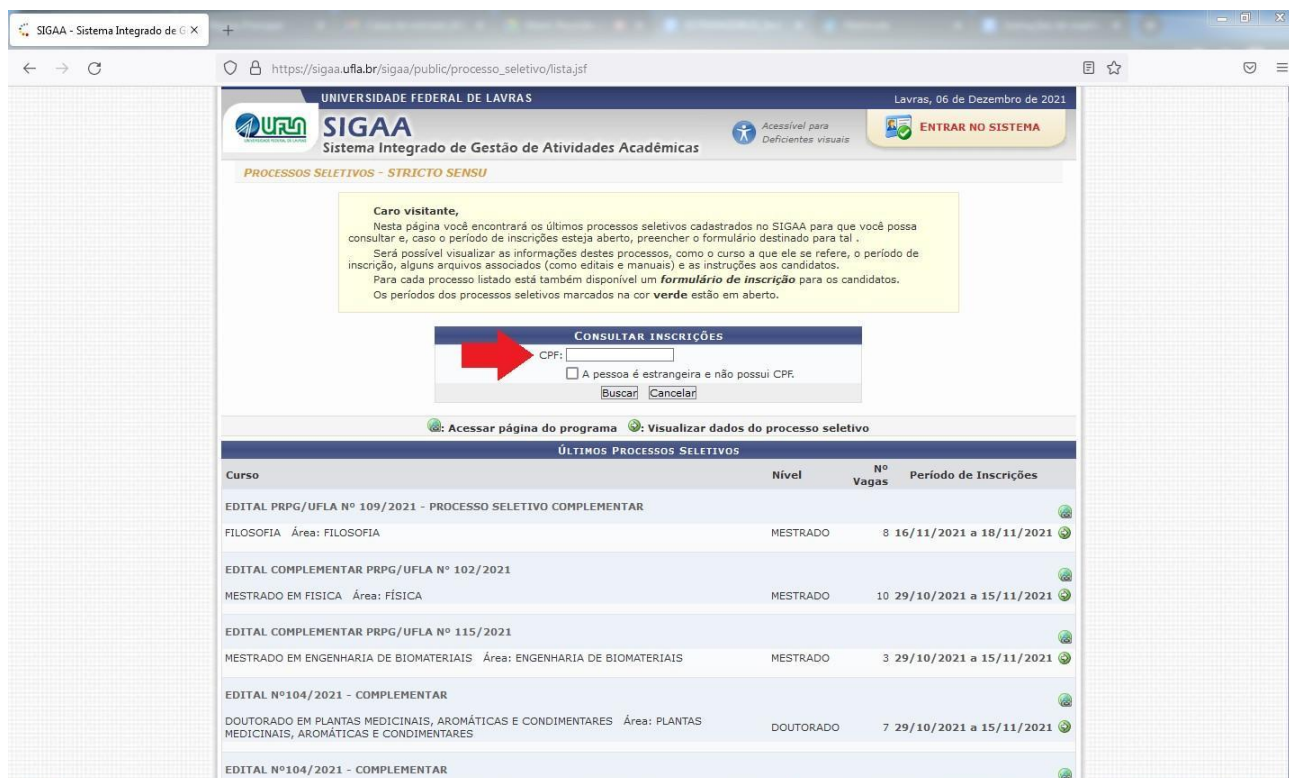
The screenshot displays the SIGAA (Sistema Integrado de Gestão de Atividades Acadêmicas) homepage for the Universidade Federal de Lavras (UFLA). The browser's address bar is highlighted with a red arrow, showing the URL <https://sigaa.ufla.br/sigaa/public/home.jsf>. The page header includes the UFLA logo, the system name 'SIGAA Sistema Integrado de Gestão de Atividades Acadêmicas', and the date 'Lavras, 06 de Dezembro de 2021'. A navigation menu on the left lists various academic categories: ACADÊMICO, ENSINO, PÓS-GRADUAÇÃO, STRICTO SENSU, LATO SENSU, RESIDÊNCIA EM SAÚDE, and PROCESSOS SELETIVOS. The main content area features three sections: 'Pesquisadores' (Consulte quem pesquisa o que na UFLA), 'Bases de Pesquisa' (Consulte as bases de pesquisa atuantes na UFLA), and 'Iniciação Científica' (Conheça nossos bolsistas de Iniciação Científica). Below these sections is a 'NOTÍCIAS E COMUNICADOS' section with the message 'Não há notícias cadastradas'. The footer contains contact information for SIGAA | DGTI - Diretoria de Gestão de Tecnologia da Informação, including a contact link and copyright information for UFLA.

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Click on "Stricto sensu", on the next screen select the option "Processos Seletivos".



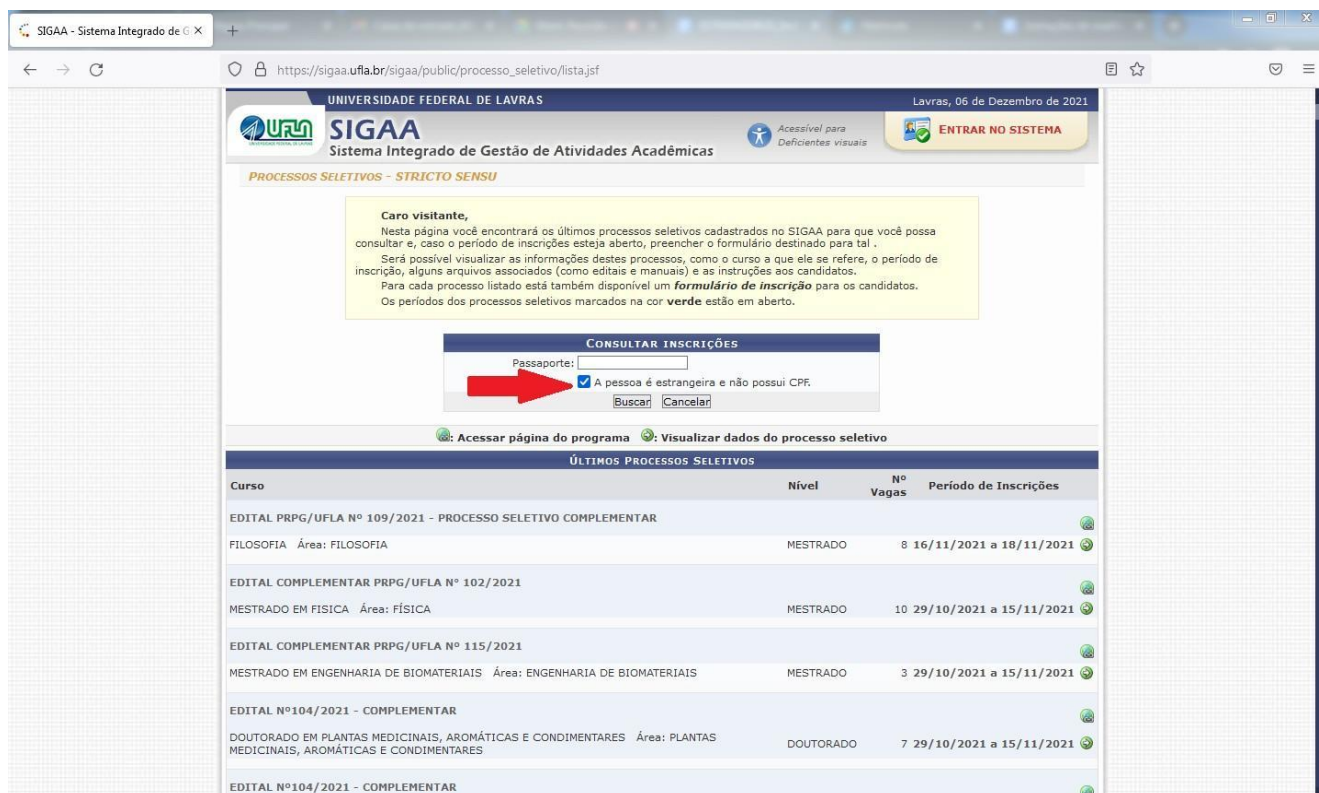
Enter your CPF in the field and click on "search".



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If you don't have a CPF, click on "*The person is foreign and doesn't have a CPF*" and fill in your passport number.

Attention! This field must be filled in with the information provided by the candidate when registering for the selection process via SIGAA.



The screenshot shows the SIGAA (Sistema Integrado de Gestão de Atividades Acadêmicas) interface for the University of Lavras. The page title is "UNIVERSIDADE FEDERAL DE LAVRAS" and the date is "Lavras, 06 de Dezembro de 2021". The main heading is "SIGAA Sistema Integrado de Gestão de Atividades Acadêmicas". Below this, there is a section for "PROCESSOS SELETIVOS - STRICTO SENSU".

A yellow box contains a message to the visitor: "Caro visitante, Nesta página você encontrará os últimos processos seletivos cadastrados no SIGAA para que você possa consultar e, caso o período de inscrições esteja aberto, preencher o formulário destinado para tal. Será possível visualizar as informações destes processos, como o curso a que ele se refere, o período de inscrição, alguns arquivos associados (como editais e manuais) e as instruções aos candidatos. Para cada processo listado está também disponível um formulário de inscrição para os candidatos. Os períodos dos processos seletivos marcados na cor verde estão em aberto."


Below the message is a form titled "CONSULTAR INSCRIÇÕES". It has a "Passaporte:" field and a checkbox labeled "A pessoa é estrangeira e não possui CPF." which is checked. A red arrow points to this checkbox. There are "Buscar" and "Cancelar" buttons.

At the bottom, there is a table titled "ÚLTIMOS PROCESSOS SELETIVOS" with columns: "Curso", "Nível", "Nº Vagas", and "Período de Inscrições".

Curso	Nível	Nº Vagas	Período de Inscrições
EDITAL PRPG/UFLA Nº 109/2021 - PROCESSO SELETIVO COMPLEMENTAR			
FILOSOFIA Área: FILOSOFIA	MESTRADO	8	16/11/2021 a 18/11/2021
EDITAL COMPLEMENTAR PRPG/UFLA Nº 102/2021			
MESTRADO EM FÍSICA Área: FÍSICA	MESTRADO	10	29/10/2021 a 15/11/2021
EDITAL COMPLEMENTAR PRPG/UFLA Nº 115/2021			
MESTRADO EM ENGENHARIA DE BIOMATERIAIS Área: ENGENHARIA DE BIOMATERIAIS	MESTRADO	3	29/10/2021 a 15/11/2021
EDITAL Nº104/2021 - COMPLEMENTAR			
DOCTORADO EM PLANTAS MEDICINAIS, AROMÁTICAS E CONDIMENTARES Área: PLANTAS MEDICINAIS, AROMÁTICAS E CONDIMENTARES	DOCTORADO	7	29/10/2021 a 15/11/2021
EDITAL Nº104/2021 - COMPLEMENTAR			

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Attention!!! To select the Public Notice corresponding to the selection process in which you applied, click on

on the icon 



The screenshot shows the SIGAA system interface. At the top, there is a header with the UFLA logo and the text 'UNIVERSIDADE FEDERAL DE LAVRAS' and 'SIGAA Sistema Integrado de Gestão de Atividades Acadêmicas'. Below this, there is a section titled 'PROCESSOS SELETIVOS - STRICTO SENSU' with a yellow box containing instructions for visitors. A search box for 'CONSULTAR INSCRIÇÕES' is visible. Below the search box, there are two links: 'Acessar página do programa' and 'Visualizar dados do processo seletivo'. The main content is a table titled 'ÚLTIMOS PROCESSOS SELETIVOS' with columns for 'Curso', 'Nível', 'Nº Vagas', and 'Período de Inscrições'. A red arrow points to a green icon in the right column of the first row.

Curso	Nível	Nº Vagas	Período de Inscrições
EDITAL PRPG/UFLA Nº 109/2021 - PROCESSO SELETIVO COMPLEMENTAR FILOSOFIA Área: FILOSOFIA	MESTRADO	8	16/11/2021 a 18/11/2021
EDITAL COMPLEMENTAR PRPG/UFLA Nº 102/2021 MESTRADO EM FÍSICA Área: FÍSICA	MESTRADO	10	29/10/2021 a 15/11/2021
EDITAL COMPLEMENTAR PRPG/UFLA Nº 115/2021 MESTRADO EM ENGENHARIA DE BIOMATERIAIS Área: ENGENHARIA DE BIOMATERIAIS	MESTRADO	3	29/10/2021 a 15/11/2021
EDITAL Nº104/2021 - COMPLEMENTAR DOUTORADO EM PLANTAS MEDICINAIS, AROMÁTICAS E CONDIMENTARES Área: PLANTAS MEDICINAIS, AROMÁTICAS E CONDIMENTARES	DOUTORADO	7	29/10/2021 a 15/11/2021
EDITAL Nº104/2021 - COMPLEMENTAR			

Click on "Generate First Enrollment Application" (green icon)



The screenshot shows the SIGAA system interface. At the top, there is a header with the UFLA logo and the text 'UNIVERSIDADE FEDERAL DE LAVRAS' and 'SIGAA Sistema Integrado de Gestão de Atividades Acadêmicas'. Below this, there is a section titled 'INSCRIÇÕES REALIZADAS EM PROCESSOS SELETIVOS - STRICTO SENSU' with a yellow box containing instructions. Below the instructions, there are several icons and links for actions like 'Isento da Taxa de Inscrição', 'Visualizar Dados da Inscrição', 'Visualizar Comprovante', 'Alterar Inscrição', 'Imprimir a GRU da Taxa de Inscrição', and 'Gerar Requerimento de Primeira Matrícula'. The main content is a table titled 'INSCRIÇÕES PARA:' with columns for 'Inscrição', 'Edital', 'Processo Seletivo', 'Data de Inscrição', and 'Status'. A black arrow points to a green icon in the right column of the first row.

Inscrição	Edital	Processo Seletivo	Data de Inscrição	Status
9379	Mestrado em Ecologia Aplicada 2020/1	MESTRADO EM ECOLOGIA APLICADA	15/09/2019	Candidato Aprovado

INSTRUCTIONS FOR THE SELFIE PHOTO

- Photo of the face (selfie) of the person concerned or their representative, holding their identification document.
- The identification document must be open (front and back), with the photograph **clearly visible** and the document number **legible** for checking.
- If the identification document is **laminated**, **two photos** must be sent: one of the front and one of the back of the document.
- In the case of a person **under the age of 16**, the legal guardian must send their selfie with their own ID, and not that of the minor.
- In the case of an **incapacitated person**, the curator must send their selfie with their own ID, not that of the incapacitated citizen.
- In the case of a **power of attorney**, the grantor must send their selfie with their own ID, not that of the proxy.



SCHEDULE OF ACTIVITIES: STRICTO SENSU ENROLLMENT 2024/1

DATE	ACTIVITY
02/01/2024 to 23/02/2024	Registration period for those selected for the 1st academic semester of 2024.
28/02/2024	Final result of the initial enrollment request for the 1st academic semester of 2024.
29/02/2024 to 04/03/2024	Registration period for substitutes called up for the 1st academic semester of 2024.
06/03/2024	Final result of the request to register substitutes for the 1st academic semester of 2024.
13/03/2024 to 15/03/2024	Registration period for single subjects - SPECIFIC INSTRUCTIONS TO BE PUBLISHED ON THE DRCA PAGE DURING THE PERIOD PROVIDED FOR IN THE ACADEMIC CALENDAR.
18/03/2024	Start of the 1st academic semester of 2024.

ANNEX IV

CONSENT FOR PROCESSING PERSONAL DATA

This document is intended to record the free, informed and unequivocal expression by which the Holder, or his/her Legal Representative, by registering for this selection process, **agrees** to the processing of his/her personal data for a specific purpose, in accordance with Law No. 13,709/2018 - General Personal Data Protection Law (LGPD).

By accepting this term, the Holder, or his/her Legal Representative, consents and agrees that the Federal University of Lavras (UFLA-MG), headquartered at Rua Prof. Edmir Sá Santos, w/n., University Campus, Lavras-MG, hereinafter referred to as the Controller, to take decisions regarding the processing of your personal data, as well as to carry out the processing of your personal data, involving operations such as those that refer to the collection, production, reception, classification, use, access, reproduction, transmission, distribution, processing, archiving, storage, elimination, evaluation or control of information, modification, communication, transfer, dissemination or extraction.

Personal Data

The Controller is authorized to take decisions regarding the processing and to carry out the processing of the personal data provided in the registration and any subsequent changes. Specific username and password for use of the Controller's services. Image/Voice of the Card Holder in an academic context, verbal and written communication between the Card Holder and the Controller..

Purposes of data processing

The processing of personal data will have the following purposes: To enable the Controller to disclose your data in lists, results, proofs and document verifications in the course of the process; to guarantee identification and contact with the Holder for academic relationship purposes; to carry out studies by a research body, guaranteeing, whenever possible, the anonymization of sensitive personal data; to comply with a legal or regulatory obligation by the controller.

Data Sharing

The Controller is authorized to share the Holder's personal data with other data processing agents, if necessary for the purposes listed in this term, subject to the principles and guarantees established by

Law

No.

13,709/2018.

Data Security

The Controller is responsible for technical and administrative security measures to protect personal data from unauthorized access and accidental or unlawful destruction, loss, alteration, communication or any form of inappropriate or unlawful processing. In accordance with art. 48 of Law no. 13.709/2018, the Controller shall notify the Data Controller and the National Data Protection Authority (ANPD) of the occurrence of a security incident that may entail a relevant risk or damage to the Data Controller..

Rights of the Holder

According to Art. 18 of Law No. 13.709/2018, the data subject has the right to obtain from the controller, in relation to the data of the data subject processed by it, at any time and upon request:

- confirmation of the existence of processing; - access to data;
- correction of incomplete, inaccurate or outdated data;
- anonymization, blocking or deletion of unnecessary, excessive data or data processed in breach of the provisions of this Law;
- portability of data to another service or product provider, upon express request, in accordance with the regulations of the national authority, observing commercial and industrial secrets;
- deletion of personal data processed with the consent of the data subject, except in the cases provided for in art. 16 of the aforementioned Law;
- information on the public and private entities with which the controller has shared data;
- information on the possibility of not providing consent and the consequences of refusing to do so;
- revocation of consent, under the terms of § 5 of art. 8 of Law No. 13.709/2018.