

General External Privacy Notice

1. Who does this Privacy Notice apply to?

To You, the Personal Data Subjects ("**You**" or "**Data Subjects**") that hold commercial relations with **VTEX**.

In other words, You may be a:

- **VTEX** Websites user.
- **VTEX** Customer, Partner, Vendor employee or Vendor (if natural person).
- **VTEX** Potential, Customer, Partner or Vendor employee.
- **VTEX** Customer, Partner or Vendor majority shareholder or legal representative.
- Student in a **VTEX** educational program.

- Who is **VTEX**?

VTEX ("**we**", "**us**", "**our**") is a company listed on the New York Stock Exchange (NYSE: VTEX), owner of the **VTEX Platform**, a *multi tenant* platform that offers complete e-commerce solutions for large companies, the VTEX Customers.

This Notice does not apply to:	For this, You can find more information in:
Environments controlled by VTEX Customers or the VTEX Platform .	- Our External Privacy Notice (for Shoppers) or the VTEX Customer's Privacy Notice.
Candidates for jobs at VTEX .	- Our Hiring Notice .
VTEX Events.	- The Event's Privacy Notice. We have different Notices for every VTEX Event.
VTEX employees.	- Our Internal Privacy Policy (available on our internal channels).

As a company with global operations, **VTEX** complies with the data protection laws of several countries around the world, taking as a parameter the *General Data Protection Regulation* ("GDPR"), recognized as the most robust framework for safeguarding personal data.

2. What personal data does VTEX process and for what purposes

does VTEX process such personal data?

Data subject it applies to	Personal data processed	Purpose and lawful basis of the processing
VTEX Websites user	Navigation information collected by Cookies.	<ul style="list-style-type: none"> - By necessary Cookies: guarantee VTEX Websites' functionality. <p>The lawful basis for this specific processing is <u>VTEX's legitimate interest.</u></p> <ul style="list-style-type: none"> - By performance Cookies: measure and improve the performance of VTEX Websites. - By functional Cookies: provide enhanced functionality and personalisation for VTEX Websites. - By targeting Cookies: profile of your interests and show You relevant adverts on VTEX Websites and other sites. <p>The lawful basis is <u>consent.</u></p>
VTEX Websites user	Name; Contact information; Additional information as requested on forms in VTEX's websites.	<ul style="list-style-type: none"> - For contacting You, when you fill VTEX Websites' forms. <p>The lawful basis is <u>VTEX's legitimate interest.</u></p> <p>Examples:</p> <p>To exercise Your Data Subject rights, if You fill the DSR form on the VTEX Website.</p> <p>To share data with Partners, to allow them to contact You, if you fill in Partner's specific form on the VTEX Partner Portal.</p>
VTEX Websites user	Name; Contact information; Additional information as requested on forms in VTEX's websites.	<ul style="list-style-type: none"> - For sending You newsletters about VTEX, when You request via VTEX Websites' forms. <p>The lawful basis is <u>consent.</u></p>
Customer or Partner employee Potential Customer or Partner employee	Name; Employment; Contact information (email and/or phone number); Workplace; Communication information and/or history.	<ul style="list-style-type: none"> - Manage sales opportunities, analyze VTEX's performance, and maintain Customer and Partner relations. - Customer and Partner Relationship Management. - Lead generation for Potential VTEX Customers and Partners. <p>The lawful basis is <u>VTEX's legitimate interest.</u></p>

Customer or Partner employee	Name; Contact information; Unique ID for authentication.	<ul style="list-style-type: none"> - Provide technical support and improve service experience, which ultimately benefits both VTEX Customers and VTEX Partners by enhancing product adoption and increasing sales. - Offering easy communication methods for high-quality support. <p>The lawful basis is <u>VTEX's legitimate interest</u>.</p> <ul style="list-style-type: none"> - Security Incident Management. <p>The lawful basis for the last is <u>compliance with legal obligations</u>.</p>
Customer or Partner employee; Student	Name; Employment; Contact information; Workplace; Communication information and/or history; Educational programs records for certificate emission.	<ul style="list-style-type: none"> - Offering education programs. - Design and adaptation of experiences according to cultural and societal patterns of the regions our initiatives address. - Training programs about the VTEX Platform. <p>The lawful basis is <u>performance of a contract</u>.</p>
Customer or Partner employee	Name; Email; Unique ID for authentication.	<ul style="list-style-type: none"> - Guarantee the Data Subject's access to the VTEX Platform to manage the VTEX Customer's Store. <p>The lawful basis is <u>VTEX's legitimate interest</u>.</p>
Customer, Partner or Vendor majority shareholder or legal representative	Name; Date of birth; City of birth; Employment; Relevant information relating to the Data Subject's previous frauds, crimes, corruption, scandals etc.	<ul style="list-style-type: none"> - Third Party Due Diligence, to map and mitigate any risks related to VTEX's relationship with the company or person subject to due diligence. - Identify information that may be indicative of reputational risk, terrorist financing, fraud, or other financial crimes. - Ensuring the security and integrity of the company's operations and maintaining trust with other Customers, Partners and stakeholders. <p>The lawful basis is <u>compliance with legal obligations</u>.</p>

Vendor employee or Vendor (if natural person)	Name; Employment; Contact information; Workplace; Communication information and/or history.	Manage vendor opportunities, analyze the best commercial and service provision possibilities. Negotiation and contract execution with Vendors through their employees, to ensure vendor reliability, compliance, and business continuity. The lawful basis is <u>legitimate interest</u> .
Customer, Partner or Vendor employee	Name; Employment; Contact information;	- Contract signing with Your employer. The lawful basis is <u>legitimate interest</u> .
Customer, Partner or Vendor majority shareholder or legal representative	Signature.	
Customer, Partner or Vendor employee	Name; Employment; Contact information; Any personal data related to the complaint.	- Any person can send a complaint through our Compliance Channel. That means You can send a complaint or You can be subject to one. In that case, VTEX will process the personal data to investigate the complaint. The lawful basis is <u>compliance with legal obligations</u> .
Customer, Partner or Vendor majority shareholder or legal representative		
Anyone that reaches out through the Compliance Channel		

3. Does VTEX share your personal data?

VTEX does not disclose or commercialize Your personal data.

The sharing of personal data between **VTEX** and Your employer may occur according to the processing activities detailed above.

However, it is important to know that **VTEX** may need to share personal data in the following instances:

- Third Party Service Providers:
 - **VTEX** may need to transit the personal data on external platforms, to be able to correctly complete the processing activities informed above.
- Legal or judicial obligation:
 - **VTEX** may also share your personal data in order to:
 - Comply with legal obligations or court order;
 - Prevent fraud or other crime prevention purposes;
 - Respond to a request for information from a competent data protection authority, or other public or governmental authorities, including to meet national security or law enforcement requirements.

If we must disclose your personal data in order to comply with official investigations or legal proceedings initiated by governmental and/or law enforcement officials, we may not be able to ensure that such recipients of your personal data will maintain the privacy or security of your personal data.

4. Does VTEX transfer your personal data to other countries?

VTEX might store your personal data in other countries.

If our service providers are ever located outside of Europe or the United States, we will require those third parties to maintain at least the same level of confidentiality that we maintain for such personal data ourselves. **VTEX** remains liable for the protection of your personal data that is transferred to our service providers, except to the extent that we are not responsible for the event giving rise to any unauthorized or improper processing not attributable to **VTEX**.

5. How long does VTEX process my personal data?

VTEX will keep Your personal data until:

- i. You request the deletion of your personal data;
- ii. It is no longer necessary or relevant for us to provide you with our services, or
- iii. The end of the retention period according to the laws applicable to a certain type of data, or the need to preserve data to protect **VTEX**'s rights.

6. What are your Data Subject rights and how can you exercise them?

At any time, you can request and obtain free exercise of your rights as a Data Subject through the channel: <https://vtex.com/us-en/privacy-and-agreements/data-subject-request/>. Check out what these rights are:

- Confirmation of the existence of processing;
- Access to your personal data;
- Correction of incomplete, inaccurate or outdated personal data;
- Anonymization, blocking or deletion of personal data that is unnecessary, excessive or processed in breach of applicable data protection laws;
- Data portability (i.e. the right to ask for and receive a portable copy of your personal data that you have given us or that you have generated by using the **VTEX** Platform so that you can move it, copy it, keep it for yourself, or transfer it to another organization.);
- Deletion of your personal data;
- Information on the public and private entities with which **VTEX** has shared data;;
- Information on the possibility of not providing consent and the consequences of refusing, as applicable;
- The withdrawal of your consent, as applicable; and
- Petition in relation to your personal data against **VTEX** and/or the Merchants before the competent authorities, in particular the applicable Data Protection Authorities.

In the event that **VTEX** cannot comply with your request for technical, contractual or legal reasons, we will notify you of the same.

7. How do we protect your personal data?

We have robust security measures in place to protect the confidentiality, integrity and availability of your personal data:

- Accidental loss;
- Unauthorized access;
- Alteration;
- Disclosure.

Only employees authorized by **VTEX** can access them, always bound by confidentiality agreements and internal policies, under penalty of disciplinary action.

Our internal processes for detecting and managing cybersecurity threats are improved on an annual basis.

If any incidents are confirmed, we will immediately notify the Data Subjects as requested by the local applicable law.

For more information on the security measures and practices adopted by **VTEX**, visit our [Security Practices page](#) or our [Security Help Center](#).

Check out our AWS sub-processor certifications (ISO 27001, PCI DSS, CSA, NIST and many others) on the [AWS Compliance Program page](#).

8. Contact

If you have any questions, concerns or complaints about our Privacy Notice; about the processing of personal data and compliance measures of **VTEX** or about Your Data Subject rights:

- Send a message via the link <https://vtex.com/us-en/data-request/>;
- Or contact VTEX's Data Protection Officer by e-mail at dpo@vtex.com.

9. Changes to this Privacy Notice

It is important to know that we may change this Privacy Notice from time to time.

But rest assured! Whenever this happens, we will alert you to the changes by means of a notice on the website or in the app, by e-mail and/or notification on communication channels, making it as transparent as possible.

ATTENTION!

If you do not agree to the changes, you will not be able to use **VTEX's** Websites or hold commercial relationships with **VTEX**.

In this case, you can request the deletion of your personal data in accordance with section 6 of this Notice.

Version	Approved by		Date
	Name	Job title	
1.0	Juliana Lopes	Global Head of Legal & Privacy	08/11/2024