

Legal documents

The legal documents of the Skills IT website in this version, collected in an A4 PDF with defined margins. Download the file or open the PDF to print.

Version · 2026-09-09

1. [Privacy Policy](#)
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3. [Cookie Policy](#)
4. [Data Subject Rights](#)

Privacy Policy

Version · 2026-09-09

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<https://www.skillsit.com.br/en/privacy/2026-09-09>

1. Who we are and what this Policy covers

This Privacy Policy explains how **SKILLS IT SOLUCOES EM TECNOLOGIA LTDA**, trading as **Skills IT**, CNPJ **05.699.856/0001-10**, headquartered at Quadra ACSE 1, Rua SE 1, No. 38, suite 10, 2nd floor, Plano Diretor Sul, Palmas, Tocantins, postal code 77020-014, Brazil, processes the personal data of people who visit the website www.skillsit.com.br, in its Portuguese, English and Spanish versions, and of those who contact us through it. Skills IT is the **controller** of that data under Brazilian Law No. 13,709/2018 (LGPD). Privacy contact: contato@skillsit.com.br.

This Policy covers only the corporate website and the forms published on it. Data processing carried out while delivering IT services to customers follows the respective contract and the customer's instructions; third-party websites reachable through links have their own policies.

2. What data we process and where it comes from

Contact, careers and scope-calculator forms. This is the data you provide: name, phone, email, company, job title, how you heard about Skills IT, area of interest and your message. For job applications, also city and state, current employment status, a summary of your experience and a link to your CV or professional profile; the calculator sends the estimated scope you assembled (number of computers, servers, network devices and users, plus the add-on services selected). The website does not store these forms: when submitted, they are forwarded directly to Skills IT's sales or recruitment team.

Website access logs. The infrastructure hosting the website records technical data for each request, such as IP address, date and time, page accessed, referring page and browser and operating system identification. These records serve security, troubleshooting and legal obligations; they are not used for profiling.

Preferences stored in your browser. The website remembers the language you chose, the light or dark theme and your decision about optional cookies. That data stays in your browser and is described in the [Cookie Policy](#).

Usage and performance metrics, only with your consent. If you allow it, the website may measure pages visited, traffic source, load time and stability through Google Analytics and the hosting provider's analytics and performance tools, where available. None of this loads before you choose, and you can change your choice at any time.

Communications. When you write or call us, we keep the history needed to follow up on your request.

We do not ask for sensitive data (such as health, religion, political opinion or biometrics) or payment data through the website. Please do not include such information in the forms. The website is aimed at companies and professionals; it is not intended for children and adolescents, and we do not knowingly collect their data.

3. Why we use the data and on what legal basis

Purpose	Data involved	Legal basis (LGPD)
Replying to your contact, preparing proposals and scheduling assessments	Contact-form and calculator data, communication history	Pre-contractual steps and performance of a contract (Art. 7, V); legitimate interest in the business relationship with company representatives (Art. 7, IX)
Evaluating job applications	Careers-form data and the CV you indicate	Pre-contractual steps for an employment or service contract (Art. 7, V); legitimate interest (Art. 7, IX)
Keeping the website secure, troubleshooting and preventing abuse	Access logs	Legitimate interest (Art. 7, IX); retention of access records required by the Brazilian Internet Act (Art. 7, II)
Remembering your language, theme and cookie preferences	Preferences stored in your browser	Legitimate interest in delivering the website as requested (Art. 7, IX)
Measuring website usage and performance	Browsing data and technical metrics	Consent (Art. 7, I), per category, as set out in the Cookie Policy

Purpose	Data involved	Legal basis (LGPD)
Complying with legal obligations and exercising rights	Relevant records and communications	Legal obligation (Art. 7, II); regular exercise of rights (Art. 7, VI)

Where the basis is legitimate interest, processing is limited to what is necessary, respects your reasonable expectations and may be objected to, as described on the [Data Subject Rights](#) page. Consenting to metrics is a separate choice from submitting a form: refusing them does not prevent any reply.

4. Who we share data with

Data is accessed only by those who need it for the purposes above: the Skills IT team and the providers that support the website and our customer service, under contract and instructions. They are:

- the infrastructure that hosts and delivers the website, which processes requests and keeps access logs;
- the corporate email service and the sales contact management system, which receive submitted forms;
- Google (Google Analytics) and the provider of the hosting platform's analytics and performance tools, only when you authorize optional metrics.

We may also share data when required by law, by order of a competent authority or for the regular exercise of rights. Skills IT does not sell personal data or hand it over for third-party advertising.

Some of these providers may process data outside Brazil. In such cases the transfer follows the mechanisms set out in Articles 33 et seq. of the LGPD, such as standard contractual clauses or another instrument recognized by the Brazilian National Data Protection Authority.

5. How long we keep data

Category	Period
Business contacts and estimated scopes	For the duration of the negotiation and, if no contract follows, up to 2 years after the last contact, so the conversation can resume if you reach out again
Job applications	Up to 2 years from submission, for consideration in future openings, unless you ask for deletion earlier
Website access logs	6 months, the minimum period under Article 15 of the Brazilian Internet Act (Law No. 12,965/2014), or longer under a court order or during an incident investigation
Browser preferences	As stated in the Cookie Policy (up to 180 days for the cookie choice and up to 1 year for language and theme)
Metrics data	As configured in the authorized tool; Google Analytics cookies last up to 180 days
Communications and documents tied to a contract	For the term of the contract and the applicable statutory retention and limitation periods

At the end of the period, data is deleted or anonymized unless the law requires retention. You can request deletion earlier under the conditions described on the rights page.

6. How we protect data

We adopt technical and administrative measures proportionate to the processing: the website is served over an encrypted connection (HTTPS); forms are not stored on the website server and are forwarded directly to their destination; access to received contacts is restricted to the responsible team; and providers operate under contractual confidentiality and security obligations.

No system is infallible. If a security incident occurs that may cause relevant risk or harm to you, Skills IT will notify the Brazilian National Data Protection Authority and the affected individuals under Article 48 of the LGPD.

7. Cookies

The use of cookies, local storage and measurement tools is described in the [Cookie Policy](#), including the inventory of what the website actually uses and how to accept, refuse or change your choice. The legal document pages can be read before any cookie decision.

8. Your rights

The LGPD grants you, among others, the rights to confirm that processing exists, to access and correct your data, to request anonymization, blocking or deletion, to obtain information about sharing, to withdraw consent and to object to processing based on legitimate interest. The [Data Subject Rights](#) page explains how to exercise them, what to include in your request and the response deadlines. You may also lodge a complaint with the Brazilian National Data Protection Authority (ANPD).

9. Changes and languages

This Policy may be updated to reflect changes to the website, the tools used or the law. Each version is identified by its publication date and a permanent link; relevant changes will be highlighted on this page. The English and Spanish versions are translations of the [Portuguese version](#), which prevails in case of divergence.

Questions and requests about personal data: contato@skillsit.com.br, or by post to the address given at the beginning of this Policy.

Terms of Use

Version · 2026-09-09

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<https://www.skillsit.com.br/en/terms/2026-09-09>

1. Who publishes the website and what these Terms cover

The website www.skillsit.com.br is operated by **SKILLS IT SOLUCOES EM TECNOLOGIA LTDA**, trading as **Skills IT**, CNPJ **05.699.856/0001-10**, headquartered at Quadra ACSE 1, Rua SE 1, No. 38, suite 10, 2nd floor, Plano Diretor Sul, Palmas, Tocantins, postal code 77020-014, Brazil. Contact: contato@skillsit.com.br.

These Terms govern access to and use of Skills IT's corporate website, its Portuguese, English and Spanish versions, the blog and the forms published on it. By browsing the website you agree to these Terms. They do not govern the provision of IT services: managed services, projects, consulting and other solutions are contracted through a specific proposal or agreement, which prevails over these Terms in whatever it provides.

2. Purpose of the website and nature of the content

The website presents Skills IT, its services and its editorial content, and offers means of business contact. Service descriptions, blog articles and the scope calculator are informational. They do not constitute a commercial offer, a guarantee of results or technical or legal advice for a specific environment; whether a solution fits depends on an assessment of each company's scenario and is defined in a proposal.

The calculator only estimates the scope of an engagement from the quantities you enter. It does not calculate prices and creates no commitment for either party.

We strive to keep the content accurate and up to date, but it may contain inaccuracies or become outdated. Skills IT may change, suspend or remove any content or feature at any time without prior notice.

3. Intellectual property

The texts, the Skills IT brand, the hexagon symbol, the logo, the layout, the photographs and illustrations, the code and the other elements of the website belong to Skills IT or are used with their owners' permission, and are protected by intellectual property law, in particular Brazilian Law No. 9,279/1996 (trademarks) and Law No. 9,610/1998 (copyright).

You may consult the website and reproduce excerpts of its content for personal use or for internal use within your company and for quotation, provided you credit the source and do not alter its meaning. Without Skills IT's prior written permission, it is prohibited to reproduce the website or substantial parts of it for commercial purposes, to use the brand or logo, to create derivative works or to present the content as your own.

The brands of manufacturers and technologies mentioned on the website belong to their respective owners. Their mention indicates that Skills IT works with those products and services and does not imply corporate affiliation, sponsorship or endorsement on their part.

4. Forms and contact

When using the contact, careers or calculator forms, you undertake to provide truthful information that is your own or that of third parties who have authorized you, and not to include sensitive data, passwords or payment details. The processing of submitted data is described in the [Privacy Policy](#).

The forms are not an emergency or technical support channel. Customers with a current contract should use the service channels defined in that contract. Skills IT replies to contacts during business hours and may, at its discretion, not follow up on abusive, automated or off-purpose messages. No proposal, quote or job offer is considered concluded until formalized in writing by the parties.

5. Acceptable use

It is prohibited to use the website to:

- attempt unauthorized access to systems, accounts or data, or test their security without written authorization;
- introduce malicious code, overload the website or interfere with its operation;
- extract content in bulk by automated means, other than search engine indexing and normal browser access;

- send spam, misleading messages or unlawful content through the forms;
- impersonate Skills IT or third parties, or use the website to infringe the rights of others.

Skills IT may restrict access for anyone who breaches these Terms and take the applicable legal measures.

6. Links to other websites

The website contains links to third-party websites, such as technology manufacturers, authorities and social networks. Those websites are not controlled by Skills IT, have their own terms and policies, and their mention does not mean a recommendation or responsibility for their content or practices. Third-party links to the Skills IT website are permitted provided they do not suggest a non-existent affiliation or reproduce the content within frames.

7. Availability and liability

The website is provided as is. Skills IT takes reasonable measures to keep it accessible and secure, but does not guarantee uninterrupted operation, absence of errors or compatibility with every device and browser, and may interrupt it for maintenance.

To the extent permitted by law, Skills IT is not liable for damages arising from the use of the website's informational content, temporary unavailability, connection failures or third-party websites reached through links. Nothing in these Terms excludes liability that cannot be excluded by law, including under the Brazilian Consumer Protection Code where it applies.

8. Privacy and cookies

The processing of personal data on the website is described in the [Privacy Policy](#); the use of cookies and measurement tools, in the [Cookie Policy](#); and your rights as a data subject, on the [Data Subject Rights](#) page. Those documents form part of these Terms.

9. Changes, languages and jurisdiction

Skills IT may update these Terms. Each version is identified by its publication date and a permanent link; the version published on this page is the one in force, and using the website after an update means you agree to the new text.

The English and Spanish versions are translations of the Portuguese version, which prevails in case of divergence. These Terms are governed by Brazilian law. The courts of the Judicial District of Palmas, State of Tocantins, Brazil, are elected to settle any dispute arising from use of the website, except where the law requires the courts of the consumer's domicile.

Contact: contato@skillsit.com.br.

Cookie Policy

Version · 2026-09-09

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<https://www.skillsit.com.br/en/cookies/2026-09-09>

1. What this Policy covers

This Policy forms part of the [Privacy Policy](#) and describes the cookies, local storage and measurement tools used by the website www.skillsit.com.br, operated by **SKILLS IT SOLUCOES EM TECNOLOGIA LTDA (Skills IT)**, CNPJ **05.699.856/0001-10**, Quadra ACSE 1, Rua SE 1, No. 38, suite 10, 2nd floor, Plano Diretor Sul, Palmas, Tocantins, postal code 77020-014, Brazil. Contact: contato@skillsit.com.br.

Cookies are small files the website stores in your browser to recognize choices from one page to the next. Local storage serves a similar purpose without being sent to the server with every request. This Policy lists what the website actually uses — nothing beyond it is stored without updating the inventory below.

2. Categories

Category	What it is for	Your choice
Necessary	Recording your cookie decision and keeping the preferences you chose yourself: language and light or dark theme	Always active; without them the website cannot remember your choices
Usage analytics	Understanding which pages are visited, where traffic comes from and how the website is used, in order to improve it	Optional; off until you allow it
Performance	Measuring page load speed and stability	Optional; off until you allow it

The website does not use advertising or cross-site tracking cookies. The two optional categories can be allowed or refused separately, and refusing them does not limit any website feature.

3. Inventory

Name	Category	Purpose	Duration
skillsit_privacy_consent	Necessary	Cookie recording the notice version, your choice about usage analytics and performance, and the date of the decision. It is only written when you decide (accept, reject, customize or close the notice)	180 days from the decision
NEXT_LOCALE	Necessary	Cookie storing the chosen language so the website opens in the same language on your next visit. It is only written when the chosen language differs from the one your browser reports	1 year
theme	Necessary	Cookie and local storage key holding the chosen light or dark theme	1 year (cookie); until changed or cleared (local storage)

Name	Category	Purpose	Duration
_ga and _ga_<identifier>	Usage analytics	Google Analytics 4 cookies that distinguish visitors and sessions in pseudonymized form. They are only created when the tool is configured on the website and you have allowed usage analytics; advertising and personalization signals stay off	Up to 180 days, without automatic renewal on each visit
Hosting analytics and performance	Usage analytics / Performance	Measurement tools offered by the infrastructure hosting the website (Vercel Web Analytics and Vercel Speed Insights), where available. They use no cookies: they send events with the page path only, without parameters, identifiers or fragments	Each event is sent at the time of the visit and only with the corresponding category allowed

The periods above are those of your browser. They are separate from the retention periods for data processed by Skills IT, described in the Privacy Policy. You can delete cookies and local storage at any time in your browser settings.

4. Accepting, refusing and changing

On your first visit the website shows a notice with three equally prominent options: **reject** the optional categories, **accept** the optional categories or **customize** each one. Closing the notice or pressing Esc is equivalent to continuing with necessary features only, and that choice is recorded. Ignoring the notice does not authorize any metrics.

You can review your decision at any time through the **Cookie preferences** link in the footer of every page. Changes apply to subsequent collection: when you withdraw an authorization, the website disables the corresponding tool and removes any Google Analytics cookies present in your browser; data already sent to a tool follows that tool's rules and may be the subject of a request through the privacy channel.

5. When the notice may reappear

Your choice applies to the browser and device on which it was made. Another browser, another device, private browsing or clearing the site's data requires a new choice. The notice also reappears when the record expires (180 days) or when a relevant change in purposes requires a new decision. Switching language or theme does not require a new choice.

6. Legal documents and contact

The legal document pages, including this one, can be read before any cookie decision. For questions, requests or withdrawal concerning your data, use the cookie preferences or contato@skillsit.com.br. Your rights as a data subject are described on the [Data Subject Rights](#) page.

The English and Spanish versions are translations of the [Portuguese version](#), which prevails in case of divergence.

Data Subject Rights

Version · 2026-09-09

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<https://www.skillsit.com.br/en/data-subject-rights/2026-09-09>

1. Contact channel

SKILLS IT SOLUCOES EM TECNOLOGIA LTDA, trading as **Skills IT**, CNPJ **05.699.856/0001-10**, headquartered at Quadra ACSE 1, Rua SE 1, No. 38, suite 10, 2nd floor, Plano Diretor Sul, Palmas, Tocantins, postal code 77020-014, Brazil, receives requests from data subjects by email at contato@skillsit.com.br, with the subject line "**Personal data**", or by letter to the address above.

This page describes the rights provided for in Brazilian Law No. 13,709/2018 (General Personal Data Protection Law, LGPD) and how to exercise them with Skills IT. It complements the [Privacy Policy](#) and the [Cookie Policy](#).

2. Who is responsible for the processing

Skills IT is the controller of the personal data processed on the website www.skillsit.com.br: the data of those who browse it, those who submit contact, application or calculator forms and those who communicate with the company through those means.

In the IT services delivered to customers, Skills IT normally acts as a processor, following the instructions of the customer, who is the controller of its own users' data. If your request concerns data processed on behalf of a Skills IT customer, we will guide you to address it to that customer or forward it to them where the contract allows.

3. Your rights

Under Article 18 of the LGPD, you may ask Skills IT at any time for:

- confirmation that we process personal data about you;
- access to that data;
- correction of incomplete, inaccurate or outdated data;

- anonymization, blocking or deletion of data that is unnecessary, excessive or processed in breach of the law;
- portability of the data to another provider, subject to the authority's regulations and to trade and industrial secrets;
- deletion of data processed on the basis of your consent, except where the law allows retention;
- information about the public and private entities with which we have shared your data;
- information about the possibility of not giving consent and the consequences of refusal;
- withdrawal of consent, which does not affect the lawfulness of processing carried out beforehand;
- objection to processing based on another legal ground, where the LGPD has not been complied with.

The website does not make automated decisions that affect your interests. You may also request the review of such decisions under Article 20, should they exist in any Skills IT service.

4. How to make a request

State the right you wish to exercise, the name and the email or phone number you used to contact Skills IT, and any detail that helps locate the data (for example, the approximate date of the form you submitted). Do not send passwords, complete documents or sensitive data; if we need to confirm your identity, we will indicate an appropriate means, proportionate to the request and the risk involved.

The request may be made by an attorney with specific powers, or by legal guardians, upon proof. Exercising your rights is free of charge.

5. Deadlines and follow-up

We confirm receipt and, under Article 19 of the LGPD, respond:

- immediately, in simplified form, to confirmation of processing and access requests; or
- within 15 days of the request, with a complete statement of the data, its origin, the criteria used and the purpose of the processing.

Other requests are handled as quickly as possible, taking their complexity into account. If we cannot fulfil a request, in whole or in part, we will explain the reasons — for example, a legal retention obligation, such as the storage of access records required by the Brazilian Internet Act — and the measures taken to protect the retained data.

6. Complaints

If you believe your request was not handled properly, you may lodge a complaint with the Brazilian National Data Protection Authority ([ANPD](#)), with consumer protection bodies where applicable, or take the matter to court. Exercising your rights will not lead to any unfavourable treatment by Skills IT.

7. Languages

The English and Spanish versions are translations of the [Portuguese version](#), which prevails in case of divergence. If another data protection law also applies to you, the rights it guarantees remain preserved.

Source: [Law No. 13,709/2018 \(LGPD\)](#), in particular Articles 18 to 20.