

# PRIVACY POLICY OF 26.06.17

## Definitions

Data refers to any information relating directly or indirectly to a specific or identifiable individual (citizen), i.e. such information, in particular, includes: full name, phone number, e-mail address for communication, postal address.

Data processing means any action (operation) or a set of actions (operations) with Data performed using automation tools and/or without the use of such tools. Such actions (operations) include: collection, recording, systematization, accumulation, storage, clarification (updating, modification), extraction, use, transfer (distribution, provision, access), depersonalization, blocking, deletion, destruction of Data.

Data Security refers to the protection of Data from unlawful and/or unauthorized access to them, destruction, modification, blocking, copying, provision, distribution of Data, as well as from other illegal actions with respect to Data.

The purpose of creating this website of our company (Company) is to provide individuals and legal entities (users) with the necessary information about the Company's activities and information about the goods and services (products) provided by our company. The information on the site is mostly informational in nature.

All the content of the website is the property of the Company and is protected by the current legislation governing copyright issues. In this connection, users of the site can use its content for personal and non-commercial purposes. The use of the site content in other cases is not allowed.

The Company does not allow any changes to the content of this website, as well as subsequent reproduction of its content.

Please note that the Company's website may contain links and forms to other websites, in this case the Company is not responsible for the confidentiality of information on other resources.

The Company reserves the right to change the Privacy Policy at any time in order to further improve the system of protection against unauthorized access to the personal data you provide.

The Company collects personal information about you (personal data) whenever you provide it to the Company, indicate it on the website, send it by email or inform in person. By submitting your personal data to the Company, you agree to the terms and conditions listed here. In accordance with the current legislation and the Company's Policy on the protection of personal data, you can change, update or request their deletion at any time.

When filling out forms on the website or documents, you can provide the following information:

1. FULL NAME;
2. Contact phone number;
3. Email address;
4. Postal address.

The Company also collects some statistical information, for example:

1. User's IP address;
2. Browser type;
3. Date, time and number of visits;
4. The address of the website from which the user made the transition to the Company's website;
5. Location Information;
6. Information about the pages visited, about viewing advertising banners;
7. Information provided by your browser (device type, browser type and version, operating system, etc.).

## **What we guarantee**

The company is responsible for the privacy of its users and respects the right of each user of the site to privacy.

The Company guarantees that no information received from you will ever and under no circumstances be provided to third parties without your consent, except in cases provided for by the current legislation of the Russian Federation.

The Company guarantees that the personal data transmitted by you to the Company will be processed in strict accordance with applicable law. The data is stored on the servers of the Russian Federation, protected in accordance with the current legislation.

Biometric Data (information that characterizes the physiological and biological characteristics of a person, on the basis of which it is possible to establish his identity and which is used by the operator to establish the identity of the Data subject) are not processed by the Company.

The Company does not carry out cross-border Data transfer.

In cases established by the legislation of the Russian Federation, the Company has the right to transfer Data to third parties in cases provided for by the legislation of the Russian Federation.

In order to comply with the requirements of the current legislation of the Russian Federation and its contractual obligations, Data processing in the Company is carried out both with and without the use of automation tools. The set of processing operations includes collection, recording, systematization, accumulation, storage, clarification (updating, modification), extraction, use, transfer (provision, access), depersonalization, blocking, deletion, destruction of Data.

The Company is prohibited from making decisions based solely on automated data processing that generate legal consequences against the Data subject or otherwise affect his rights and legitimate interests, except in the following cases,

provided for by the legislation of the Russian Federation.

## **Data protection Requirements**

When processing Data, the Company takes the necessary legal, organizational and technical measures to protect Data from unlawful and/or unauthorized access to them, destruction, modification, blocking, copying, provision, dissemination of Data, as well as from other illegal actions with respect to Data.

Such measures in accordance with the Law, in particular, include:

- appointment of the person responsible for the organization of data processing and the person responsible for ensuring data security;
- development and approval of local acts on data processing and protection;
- application of legal, organizational and technical measures to ensure data security: o identification of data security threats during their processing in personal data information systems;
- application of organizational and technical measures to ensure data security during their processing in personal data information systems necessary to meet data protection requirements, the implementation of which ensures the levels of data security established by the Government of the Russian Federation;
- the use of information security tools that have passed the compliance assessment procedure in accordance with the established procedure;
- assessment of the effectiveness of the measures taken to ensure data security prior
- to the commissioning of the personal data information system;
- accounting of machine data carriers, if data storage is carried out on machine media;
- detection of unauthorized access to Data and taking measures to
- prevent such incidents in the future;
- recovery of data modified or destroyed due to unauthorized access to them;
- establishment of rules for access to Data processed in
- the personal data information system, as well as ensuring registration and accounting of all actions performed with Data in the personal data information system;
- control over the measures taken to ensure data security and the level of security of personal data information systems;
- assessment of the harm that may be caused to data subjects in case of violation
- of the requirements of the Law, the ratio of this harm and the measures taken by the Company aimed at ensuring compliance with the obligations provided for by Law;
- compliance with the conditions that exclude unauthorized access to material data carriers and ensure the safety of Data;
- familiarization of the Company's employees directly engaged in processing
- Data, with the provisions of the legislation of the Russian Federation on Data, local acts on data processing and protection, and training of the Company's employees.

## **Terms of data processing (storage)**

The terms of Data processing (storage) are determined based on the purposes of data processing, in accordance with the validity period of the contract with the data subject, the requirements of federal laws, the requirements of data operators on whose behalf the Company processes Data, the basic rules of the archives of organizations, the statute of limitations.

The data whose processing (storage) period has expired must be destroyed, unless otherwise provided by federal law. Data storage after termination of their processing

it is allowed only after their depersonalization.

## **Changes and updates**

The Company reserves the right to make necessary changes to the site, replace or delete any parts of its content and restrict access to the site at any time at its sole discretion.

The Company also reserves the right to change the Privacy Policy at any time in order to further improve the system of protection against unauthorized access to the personal data you provide.