

# PRIVACY POLICY ON 06/26/17

## define

Under the data refers to any information relating directly or indirectly to an identified or identifiable natural person (citizen), ie to such information, in particular, include the following: name, phone number, e-mail address for communication, postal address.

Data under processing is meant any action (operation) or a set of actions (operations) to data performed with the use of automation and / or without the use of tools. These actions (operations) include: collection, recording, systematization, accumulation, storage, clarification (update, modification), extraction, use, transfer (spreading, providing access), depersonalization, blocking, deletion, destruction of data.

Under data security refers to security of data against misuse and / or unauthorized access, destruction, modification, blocking, copying, provision, dissemination of data, as well as other illegal actions in relation to data.

The purpose of the present site of our company (the Company) is providing natural and legal persons (users) the necessary information on the Company and information about goods and services (products) offered by our company. For information on the site, to a greater extent, are informative.

All site content is the property of the Company and is protected by the current legislation governing copyright issues. In this connection, the site users can use the content for personal and non-commercial purposes. Use of site content not otherwise permitted.

The Company does not permit the introduction of the contents of this website any changes, as well as the subsequent reproduction of the content.

Please note that at the Company's website may contain links and forms on other web sites, in this case the company is not responsible for the confidentiality of information on other sites.

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

The Company collects personally identifiable information about you (personal information), whenever you it grant the Company, indicated on the website, send an e-mail or personally tell. Companies passing your personal data, you agree to the terms set forth herein. In accordance with applicable law and the Company's policy on protection of personal data, you can at any time change them, update, or ask for removal.

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

1. FULL NAME;
2. A contact telephone number;
3. E-mail address;
4. Mailing address.

The company also collects certain statistical information, such as:

1. User IP-address;
2. The type of browser;
3. Date, time and number of visits;
4. Address of the website from which the user has made the transition on the Company's website;
5. Information about the location;
6. Information about the pages you visit, how to view advertising banners;
7. The information provided by your browser (device type, browser type and version, operating system, etc.).

## **What we guarantee**

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

The company ensures that any information you provide will never and under no circumstances will not be provided to third parties without your consent, except in cases stipulated by the current legislation of Russian Federation.

The company guarantees that the personal data you transmit to the Company, will be treated in strict compliance with applicable law. These are located on the Russian servers are protected in accordance with applicable law.

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

The company does not carry out cross-border transfer of data.

In the cases established by the Russian Federation legislation, the Company is entitled to transfer data to third parties in the cases provided for by the legislation of the Russian Federation.

The Company is entitled to charge the processing of the data subject data to third parties with the consent of the data subject, on the basis of the concluded agreement with these persons.

Persons carrying out data processing on the basis of the agreement concluded with the Company (Operator instructions) undertake to respect the principles and rules of processing and data protection provided by law. For each third party in the contract defined list of actions (operations) with the data that will be performed by a third party performs data processing, the processing target, establishes the obligation of such person to comply with the privacy and ensure data security at their processing, outlining the requirements of the protection of data processed in accordance with the Law.

In order to fulfill the requirements of the Russian Federation current legislation and its contractual obligations to the Company's data processing is carried out both with and without the use of automation. Set of processing operations include the collection, recording, accumulation, storage, clarification (update, modification), extraction, use, transfer (providing access), depersonalization, blocking, deletion, destruction of data.

In Companies are prohibited adoption based solely on automated processing of data solutions that give rise to legal consequences for the data subject or otherwise affect the rights and legitimate interests, except in cases

of the Russian Federation.

## **data protection requirements**

The company in data processing shall take the necessary legal, organizational and technical measures to protect data from misuse and / or unauthorized access, destruction, modification, blocking, copying, provision, dissemination of data, as well as other illegal actions in relation to data.

K such measures in accordance with the law, in particular:

- the appointment of the person responsible for data processing, organization, and person responsible for data security;
- development and adoption of local acts on Handling and Data Protection;
- the use of legal, organizational and technical measures to ensure data security: o definition of data security threats at their processing within the information systems of personal data;
- application of organizational and technical measures to ensure data security at their processing within the information systems of personal data necessary to carry out a data protection requirements, the implementation of which provides a set of the Russian Federation Government of the level of security;
- the use of the past in the prescribed manner the procedure of conformity assessment of information protection means;
- assessing the effectiveness of measures taken to ensure the security of the data before the entry into operation of personal data information system;
- taking into account machine data carriers if the data storage is done on computer media;
- the detection of unauthorized access to data and to take measures to prevent similar incidents in the future;
- Data recovery, modified or destroyed due to unauthorized access thereto;
- establishing rules for access to data processed in the information system of personal data, as well as the provision of registration and registration of all acts done with the data in the information system of personal data;
- control of the measures taken to ensure the security of data and the level of security of information systems of personal data;
- assessment of the harm that may be caused to the data subject in case of violation of the Law, the ratio of said damage and received by the Company of measures aimed at ensuring the fulfillment of the duties stipulated by the Law;
- compliance with the conditions which exclude unauthorized access to the material data carrier and ensure data integrity;
- to introduce the Company's employees directly involved in the processing of data, the provisions of the Russian Federation of the legislation, local acts on the processing and protection of data, and training employees of the Company.

## **processing time (storage)**

processing time (storage) data determined based on the data processing purposes, in accordance with the term of the contract with the data subject, the requirements of federal laws and the requirements of the data controller, on behalf of which the Company carries out data processing, the basic rules of the organizations archives, terms of limitation.

Data processing period (storage) has expired, shall be destroyed, unless otherwise provided by federal law. Storage of data after the termination of their treatment

It allowed only after their depersonalization.

## **Changes and updates**

The Company reserves the right to make changes to the site, replace, or remove any of its contents and to restrict access to the site at any time at its discretion.

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