

## CONFIDENTIALITY POLICY

This personal data protection policy (hereinafter referred to as the Confidentiality Policy) is developed under Federal Law No. 152-FZ of the Russian Federation of 27 July 2006 'On Personal Data', the Council of Europe Convention of 28 January 1981 No.108 on the protection of individuals with regard to automatic processing of personal data when using the [forbusiness.roscongress.org](http://forbusiness.roscongress.org) Website (hereinafter referred to as the Website), while logging in with the login and password.

Roscongress Foundation (registered at 123610 Russia, Moscow, 126 Krasnopresnenskaya Naberezhnaya, office 1101), acts as a personal data operator (hereinafter referred to as the Operator) shall protect users' rights and freedoms while processing their personal data and identify personal data processing objectives, elements of personal data to be processed, and actions (operations) to be undertaken regarding personal data.

### 1. DEFINITIONS

1.1. The Personal Data shall mean any information that refers directly or indirectly to an identified or identifiable individual that is provided while using the Website.

1.2. User shall mean an individual providing their personal data when using the Website.

1.3. Personal data operator shall mean a state or municipal body, legal or physical entity, independently or jointly with other entities organizing and (or) processing personal data, as well as determining the objectives of personal data processing, elements of personal data to be processed, and actions (operations) to be undertaken regarding personal data.

1.4. The Personal Data processing shall mean any action (operation) or a set of actions (operations) performed using automation tools or without using such tools with personal data, including collection, recording, systematization, accumulation, storage, clarification (updating, changing), retrieval, use, transfer (distribution, provision, access), depersonalization, blocking, deletion, destruction of personal data until the data processing objectives are met or such objectives no longer apply, unless otherwise provided by federal law, for the purposes specified in the personal data processing consent.

1.5. Personal data protection shall mean obligatory compliance of the Operator with the requirement of preventing its disclosure or dissemination to third parties in absence of the consent of the User or any other legal grounds.

1.6. A cookie file shall mean a piece of data that a Website requests from a browser used on a computer or mobile device. Cookies allow the Website to 'remember' the actions or preferences of the User. Cookies are stored locally on the User's computer or mobile device. The User can independently manage cookies by changing the browser settings. Changes to user preferences that block Cookies may lead to inaccessibility of certain components of the Website.

The following anonymized statistical data is collected (from Cookies) when the User visits the Website, including:

- type of action performed on the Website (click, mouseover, etc.);
- date and time of action performed;
- Page URL;
- IP (without the ability to work with IP-addresses in statistics);
- Client ID (browser identifier by cookie file);
- screen resolution;
- class of the clicked HTML element.

### 2. GENERAL PROVISIONS OF THE PERSONAL DATA PROCESSING

2.1. Use of the Website, by the User shall mean acceptance of this Confidentiality Policy. Should the User disagree with this Confidentiality Policy, they must stop using the Website.

2.2. This Confidentiality Policy shall apply to the Website. The Operator does not control, nor it is responsible for the third-party Websites (and their content) to which the User can go using the links available on the Website.

2.3. The Roscongress Foundation processes the following Users' personal data:

- surname, first name, patronymic, middle name;
- gender;
- date and place of birth;
- passport data, including international and foreign passports (citizenship, series, number);
- contact telephone numbers;
- information about the place of work / study;
- photograph;
- Cookies;
- information about the location of the device.

2.4. The personal data of the following categories shall be processed:

- any users of the Website.

2.5. The personal data processing shall be carried out automatically, and include the following actions: collection, recording, systematization, accumulation, storage, clarification (update, modification), retrieval, use, transfer (distribution, provision, access), depersonalization, blocking, deletion, and destruction;

2.6. By using the Website, the User agrees that the Operator may use anonymized statistical data and Cookies for their subsequent processing by Google Analytics and Yandex.Metrics.

2.7. The objectives of the Users' personal data processing:

- identification of the User of the Website;
- providing the Users of the Website with efficient customer support by the Operator;
- informing about new commodities, specials, offerings and services by the Operator or third parties of the Operator's choosing, including by the means of direct contact with the subject of the personal data using means of communication;
- contract signing and execution;
- organization and conduct by the Operator of events and surveys, marketing, statistical and other studies;
- analyzing the quality of goods and services provided to improve the quality of customer service;
- analyzing the preferences and monitoring of consumer behavior of the User of this Website.

2.8. Legal grounds for personal data processing are:

- Civil Code of the Russian Federation;
- Federal Law No. 63-FZ of 06 April 2011 'On the Electronic Signature';
- Articles of Association of the Roscongress Foundation.

2.9. The User agrees to the personal data processing for the entire period necessary for the Operator to reach processing objectives, and in case such period cannot be determined – until the User withdraws the consent by submitting a request to [info@roscongress.org](mailto:info@roscongress.org) or by post to 123610, Russia, Moscow, 12, Krasnopresnenskaya Naberezhnaya, entrance 7, office 1101, unless provided otherwise in the Event participation agreement or personal data processing consent. The Roscongress Foundation shall discontinue personal data processing and destroy it within 1 (one) month from the date of receiving a withdrawal or other term outlined in the Event participation agreement or personal data processing consent.

2.10. Transfer of the User's personal data to third parties is allowed subject to the User's consent or under the legislation of the Russian Federation.

### **3. RIGHTS AND OBLIGATIONS OF THE USER**

3.1. The User has the right to receive the information on their personal data processing from the Operator under Federal Law No.152-FZ of 27 July 2006 ‘On Personal Data’.

3.2. The User has the right to demand the Operator to clarify, update the processed personal data of the User, block or destroy it if the personal data is incomplete, outdated, inaccurate, and also withhold the personal data processing consent by submitting a request to info@roscongress.org or by post to 123610, Russia, Moscow, 12, Krasnopresnenskaya Naberezhnaya, entrance 7, office 1101.

3.3. The user agrees to take the necessary measures to ensure the confidentiality of the login information (login and password) used to access the User’s Personal Account, to ensure that the password is not saved in the browser in case of the possible use of the device by other persons;

3.4. To exercise their rights and protect legitimate interests, the User has the right to contact the Operator.

#### **4. RIGHTS AND OBLIGATIONS OF THE OPERATOR**

4.1. The Operator shall take the necessary measures to fulfil their obligations under the legislation of the Russian Federation on personal data processing and protection.

4.2. The Operator shall consider the User’s appeals and demands, take all necessary measures to immediately eliminate any violations of the User’s rights, pursue actions against offenders and resolve disputed and conflict situations in pre-action dispute resolution procedures.

4.3. The operator shall block the illegally processed personal data, and also discontinue personal data processing under the legislation of the Russian Federation;

4.4. The Operator shall apply appropriate physical, electronic and managerial procedures to ensure the safety and security of personal data.

4.5. The Operator does not control, nor it is responsible for the information posted on third-party Websites to which the User can go using the links available on the Website.

#### **5. CONFIDENTIALITY**

5.1 The Operator shall use the User’s personal data exclusively for the purposes specified in the personal data processing consent, as well as ensure that the User’s personal data is kept under seal of secrecy, not disclose it without the User’s consent, and not sell, exchange, publish, or disclose in any way the obtained personal data of the User. Disclosure of personal data to third parties is allowed subject to the User’s consent or under the legislation of the Russian Federation.

#### **6. FINAL PROVISIONS**

6.1. The security of personal data processed by the Operator shall be ensured by the implementation of legal, organizational and technical measures necessary to meet the requirements of federal legislation on personal data protection.

6.2. The Operator has the right to amend this Policy as deemed necessary, as well as in the case of relevant amendments to the current legislation of the Russian Federation on personal data. The User of the Website may at any time read and acknowledge the current version of the Policy on the Website. Continuing to use the Website, the User agrees with the amendments to the Policy.

6.3. The Operator and Users who have violated their obligations to protect Personal Data are liable for damage arising from the unlawful use of personal data under the legislation of the Russian Federation.

6.4. The Operator shall process the personal data of the Users for the purpose of execution of the contract between the Operator and the User for the provision of the services on the use of the computer program (the Service) on the Website (clause 2.2 of the User Agreement). By virtue of Article 6 of Federal Law No. 152-FZ dated 27 July 2006 ‘On Personal Data’, a separate consent of the User for the processing of its personal data is not required. By virtue of Subclause 2 of Clause 2 of Article 22 of the Federal Law No. 152-FZ of 27 July 2006 ‘On Personal Data’ the Operator is entitled to process personal data without notifying the authorized body on protection of rights of personal data subjects.

## **7. CONTACT DETAILS**

In case of questions, suggestions or intentions to exercise one or more of the User's rights regarding the processing of personal data, the User has the right to contact the Operator using the following contact details:

### **The Roscongress Foundation**

Address: 123610, Moscow, 12, Krasnopresnenskaya Naberezhnaya, entrance 7, office 1101,

Tel: +7 (495) 640 4440

E-mail: [forbusiness@roscongress.org](mailto:forbusiness@roscongress.org)