

# PERSONAL DATA PROCESSING AND PROTECTION POLICY

Revision of June 30, 2017

## 1 GENERAL PROVISIONS

1.1 This Policy (hereinafter referred to as "the Policy") is developed in accordance with Clause 2 of Article 18.1 of Russian Federal Law No. 152–FZ "On Personal Data" of July 27, 2006, and is applied to any personal data (hereinafter referred to as "the Data") that Port Baikal LLC, TIN 3811074009, PSRN 1023801546218, registered office: 101, Partizanskaya St., 64, Irkutsk, 664047, Russia (hereinafter referred to as "the Operator") can obtain from a personal data subject (hereinafter referred to as "the User") who uses the website located at the following web-page address: port-baikal.ru or its subdomains (hereinafter referred to as "the Website").

1.2 The Operator shall publish or otherwise provide unrestricted access to this Personal Data Processing and Protection Policy in accordance with Clause 2 of Article 18.1 of Russian Federal Law No. 152–FZ.

1.3. The following main terms are used in this Policy:

*Personal data* means any information relating to a directly or indirectly identified or identifiable natural person (personal data subject);

*Personal data processing* means any operation or set of operations which is performed on personal data, whether or not by automated means, such as collecting, recording, systematizing, accumulating, storing, updating (renewing and altering), retrieving, using, transmitting, depersonalizing, blocking, deleting and destroying personal data.

*Automated personal data processing* means computer-aided processing of personal data.

*Personal data information system* means a discrete set of personal data in databases and information technologies and hardware used for their processing;

*Personal data made public by the personal data subject* means personal data the public access to which has been granted by the subject of personal data or at his/her request;

*Blocking of personal data* means temporary cessation of personal data processing (except for the cases when their processing is needed for personal data specification);

*Destruction of personal data* means actions performed on personal data contained in the respective information system that prevent such data from being restored and (or) actions aimed at the physical destruction of tangible mediums of personal data;

*Operator* means an entity which, alone or jointly with others, organizes processing of personal data as well as determines purposes and operations of the personal data processing.

## 2. PERSONAL DATA PROCESSING: PRINCIPLES, TERMS AND PROCEDURES

### 2.1 Obtaining personal data

2.1.1 All personal data shall be obtained from the subject. If personal data can be obtained from a third party only the subject shall be notified on it or his/her consent shall be given.

2.1.2 The Operator shall inform the subject on purposes, expected sources and ways of obtaining personal data, nature of data to be obtained, list of personal data operations, consent validity period and procedure of its withdrawal.

2.1.3 Personal data are transmitted by the subject for them to be processed by the Operator in one of the following ways:

- by the User's visit to the Website;

- by the User's completion of a follow-up form at the Website.

## **2.2 Processing personal data**

2.2.1 Personal data processing is carried out:

- with the consent of the subject to processing of his/her personal data;
- in cases where personal data processing is required to perform functions and duties and exercise powers under legislation of the Russian Federation;
- in cases where public access to the personal data being processed has been granted by the personal data subject or at his/her request (hereinafter referred to as "personal data made public by the personal data subject").

2.2.2 Purposes of personal data processing:

- raising awareness of Website users about goods and services of the Operator;
- providing information requested;
- providing informational support and consulting;
- conducting marketing campaigns (including e-mail newsletters and SMS notifications);
- sending messages on the status of requests, applications, and orders;
- enhancing efficiency of marketing campaigns.

2.2.3 Personal data processed by the Operator include:

- last name, first name, patronymic of a natural person and/or sole proprietor, e-mail address, contact number, current location address or other personal data specified by the subject when filling in follow-up forms at the Website;
- Website's traffic sources and information on web search or advertising query;
- data on the User's device (including resolution, version, and other attributes characterizing the User's device);
- Users clicks, page views, filling in fields, banner and video impressions and views;
- data describing audience segments;
- session parameters;
- data on the visit time;
- information stored in cookies;
- IP address.

2.2.4 Personal data are processed:

- by automated means;
- without automated means.

## **2.3 Storing personal data**

2.3.1 Personal data of subjects obtained by the Operator are further processed and stored in soft copies.

2.3.2 Documents containing personal data shall not be stored or put in open access e-catalogs or repositories.

2.3.3 Personal data shall be stored in a form allowing to identify the personal data subject no longer than it is required by the purposes of their processing and they shall be destroyed as soon as the processing purposes are achieved or if their achievement is no longer necessary.

## **2.4 Destroying personal data**

2.4.1 Personal data on electronic media are destroyed by means of cancelling data or formatting media.

## **2.5 Personal data transfer**

2.5.1 The Operator shall transfer personal data to a third party if:

- the subject signifies his/her agreement to such transfer;
- the transfer is required by the Russian Federation legislation or any other applicable legislation under the procedure established by law.

### **3 BASIC RIGHTS OF PERSONAL DATA SUBJECT AND OBLIGATIONS OF OPERATOR**

#### **3.1 Basic Rights of the Personal Data Subject**

The subject has the right to access his/her personal data and the following information:

- confirmation of personal data being processed by the Operator;
- legal basis and purposes of personal data processing;
- goals and procedures of personal data processing by the Operator;
- name and location of the Operator, data on natural persons and legal entities (except for employees of the Operator) having access to personal data or to whom personal data may be disclosed under a contract with the Operator or under a federal law;
- terms of personal data processing including the period of personal data retention;
- procedure for exercising rights of the personal data subject stipulated by Federal Law No. 152-FZ "On Personal Data" of July 27, 2006;
- full name and address of a person, whether a legal entity or individual, processing personal data on the instruction of the Operator if processing of personal data is transferred to such person.

The subject has the right to:

- make applications or present requests to the Operator;
- appeal the actions or lack of action of the Operator.

#### **3.2 Obligations of the Operator**

The Operator shall:

- provide information on the data processing when collecting personal data;
- notify the subject if personal data have been obtained other than from the personal data subject;
- if the personal data subject refuses to provide personal data, explain the consequences of such refusal;
- take such legal, organizational and technical measures as are necessary, or ensure they are taken, to secure personal data from unlawful or accidental access, as well as from being destroyed, altered, blocked, copied, provided and disseminated or from any other unlawful actions towards personal data;
- reply requests and applications of personal data subjects, their representatives and the authorized body for protection of rights of personal data subjects.

### **4. ENSURING SECURITY OF PERSONAL DATA**

Security of personal data processed by the Operator is ensured by implementation of legal, organizational and technical measures necessary for complying with requirements of federal legislation on personal data protection.

4.1 The following organizational and technical measures are taken by the Operator in order to prevent unauthorized access to personal data:

- appointing employees responsible for organization of personal data processing and protection;
- developing the personal data processing policy;
- limiting the range of persons allowed to process personal data;

- familiarizing personal data subjects with requirements of federal legislation and regulatory documents of the Operator on personal data processing and protection;
- identifying relevant threats to security of personal data during the data processing and elaborating measures and activities for personal data protection;
- detecting unauthorized access to personal data and taking relevant measures;
- differentiating users access to informational resources, software and hardware for processing information;
- conducting internal control and audit.

## 5 FINAL PROVISIONS

5.1 Other rights and obligations of the Operator in respect of personal data processing are regulated by Russian Federation legislation in the field of personal data.

5.2 The Operator has a right to make changes to this Policy. When changes are made the date of the most recent Policy revision is indicated in the header of the document. A new revision of the Policy comes into force after it is posted on the Website unless otherwise provided by the new revision of the Policy.

### Website User's Consent to Personal Data Processing

Federal Law No. 152-FZ "On Personal Data" of July 27, 2006 stipulates that a consent to personal data processing can be given by a person or his/her representative in any form which provides evidence of its receipt, except as otherwise established by federal laws. Where a written consent is not obligatory by law a person may give his/her consent in any way, in particular by putting a mark in (ticking) the electronic form.

Hereby I (hereinafter "the User") confirm my free will and volition, for my own benefit, to give this free, reasoned and informed Consent in the electronic form to Port Baikal LLC, TIN 3811074009, PSRN 1023801546218, registered office: 101, Partizanskaya St., 64, Irkutsk, 664047, Russia (hereinafter "the Operator") to process my personal data by automated and non-automated means including by the website located at the following web-page address: port-baikal.ru or its subdomains (hereinafter "the Website") in accordance with the following list:

- last name, first name, patronymic of a natural person and/or sole proprietor, e-mail address, contact number, current location address, or other personal data specified by me in follow-up forms at the Website;
- Website's traffic sources and information on web search or advertising query;
- data on the User's device (including resolution, version, and other attributes characterizing the User's device);
- Users clicks, page views, filling in fields, banner and video impressions and views;
- data describing audience segments;
- session parameters;
- data on the visit time;
- information stored in cookies;
- IP address;

for the following purposes:

- raising awareness of the Website users about goods and services of the Operator;
- providing information requested;
- providing informational support and consulting;
- conducting marketing campaigns (including e-mail newsletters and SMS notifications);

- sending messages on the status of requests, applications, and orders;
- enhancing efficiency of marketing campaigns.

I, as the User of the Website, also give my consent for communicating my personal data to companies carrying out works on the Website development and providing technical and marketing support of the Website.

The Operator is entitled to process personal data in the following ways: collecting, recording, systematizing, accumulating, storing, updating (renewing and altering), retrieving, using, transmitting (dissemination, provision and access), including cross-border transfer, depersonalization, blocking, erasure and destruction of personal data.

This consent is valid till the date of its withdrawal made in writing by the User.

This consent can be withdrawn by a written request that is sent by mail to the Operator's registered office: 101, Partizanskaya St., 64, Irkutsk, 664047, Russia. In such case the Operator is obliged to stop processing the User's personal data and destroy them within 30 (thirty) calendar days from the date of the withdrawal receipt.