

**Policy regarding the personal data processing**

(translated from Russian)

Moscow 2018

## **1. General provisions**

- 1.1. The present Policy regarding the personal data processing (hereinafter – The Policy) is formed under the Federal Law of the Russian Federation «On personal data» №152-ФЗ of June 27, 2006 (Par. 2 Art. 18.1) and outlines the system of basic principles applied to the personal data processing by the Operator.
- 1.2. The Policy is subject to amendment in case of a new act of law and changes in the existing legislation and special regulatory documents on personal data processing and protection.
- 1.3. The Policy applies to personal data received both before and after the entry into force of this Policy.
- 1.4. This Policy defines the general principles, procedure and conditions for the processing of personal data of persons whose personal data are processed by the Operator in order to ensure the protection of human and civil rights and fundamental freedoms.

## **2. Introduction**

- 2.1. The limited liability company «German Center for Industry and Trade» is the Operator of personal data.
- 2.2. An important criterium for the realization of the Operator's objectives is to ensure the necessary and sufficient level of information security of personal data processed by the Operator.
- 2.3. The Operator implements the personal data processing on legal and fair grounds, particularly, in accordance with the requirements of the Federal Law of the Russian Federation «On personal data» №152-FL of June 27, 2006.
- 2.4. The Operator developed and put into effect documents that establish the procedure for processing and protecting personal data that ensure compliance with the requirements of the Federal Law of the Russian Federation «On personal data» №152- FL of June 27, 2006 and normative legal acts adopted in accordance with the law. These documents allow to ensure the protection of personal data processed by the Operator.

### **3. Personal data processed by the Operator**

- 3.1. Personal data is any information related directly or indirectly to an identified individual or an individual being in the process of identification (subject of personal data).
- 3.2. The personal data content is determined by the purposes of processing and is recorded in the «List of personal data to be protected».
- 3.3. The Operator implements the processing of the following personal data categories:
  - employees with the purpose of carrying out business communication within the company and creating conditions for work and fulfillment of contractual obligations, as well as agreeing payments;
  - outsourced employees with the aim of carrying out business communication within the company and creating conditions for work and fulfillment of contractual obligations;
  - employee's relatives to enter contact information in case of emergencies, as well as agreeing payments;
  - contractors, including potential ones, and their representatives for business communication, conclusion and execution of contracts<sup>1</sup>;
  - tenants and their representatives to cooperate in the framework of concluded contracts.

---

<sup>1</sup> Contractors are legal entities (individuals, FE) rendering services and selling goods to the German Centre, as well as legal entities to which the German Centre renders services in the organization of events (conferences, master classes etc.) and rents out premises.

#### **4. Principles and terms of personal data processing by the Operator**

- 4.1. Time limits for personal data processing are defined in the «List of personal data to be protected». Time limits for personal data processing are defined in accordance with the requirements of the Civil Code of the Russian Federation; the Labor Code of the Russian Federation; the Tax Code of the Russian Federation; Federal Law №402-FL of December 6, 2011 «On Accounting» and the requirements of other regulatory and legal acts of the Russian Federation.
- 4.2. When processing personal data by the Operator, their accuracy, sufficiency, and, if necessary, relevance to the purposes of personal data processing by the Operator are ensured.
- 4.3. The Operator does not process special categories of personal data.
- 4.4. The Operator does not process biometric personal data.
- 4.5. The Operator carries out the cross-border transfer of personal data to the territory of Germany, a state that provides adequate protection of the rights of personal data subjects and is a party to the Council of European Convention on the Protection of Individuals regarding automated processing of personal data.
- 4.6. The Operator processes personal data with the help of computer facilities, as well as without them. Personal data can be stored both on paper and electronically. In addition, the Operator fulfills all the requirements for automated and manual processing of personal data provided for by the Federal Law of the Russian Federation «On personal data» №152- FL of June 27, 2006 and normative legal acts adopted in accordance with the law.
- 4.7. The Operator does not make decisions that cause legal consequences in relation to the subject of personal data or otherwise affecting his rights and legitimate interests, based on exclusively automated processing of personal data.
- 4.8. The Operator processes personal data only with the consent of subjects of personal data excluding the following situations:
  - personal data processing is necessary to achieve the objectives, prescribed by the Russian Federation legislation, to implement and fulfill the functions,

powers and responsibilities imposed on the Operator by the legislation of the Russian Federation;

- personal data processing is necessary to exercise the rights and legal interests of the subject of personal data;
- personal data processing is necessary to exercise the rights and legal interests of the Operator;
- personal data processing is necessary to execute the agreement, the party, the beneficiary or the pledger of which is the subject of personal data, including cases of the Operator's exercise of his right to assign rights (claims) under such an agreement, as well as to conclude an agreement on the initiative of the subject of personal data or the agreement under which a personal data subject will be the beneficiary or the guarantor.

4.9. The Operator employees got acknowledged against receipt with the documents that establish the procedure for processing and protecting personal data, as well as with the rights and responsibilities arising while processing and protecting personal data.

4.10. The Operator receives personal data directly from a subject of personal data or from non-subjects of personal data. At the same time, the Operator fulfills all the requirements for processing such data provided for by the Federal Law of the Russian Federation «On Personal Data» №152- FL of July 27, 2006 and ensures the safety of the personal data received.

4.11. The Operator carries out the personal data transfer to third parties on the basis of a request for the processing of personal data in accordance with the requirements of the Federal Law of the Russian Federation «On Personal Data» №152- FL of July 27, 2006 within the framework of the implementation of the current legislation of the Russian Federation, as well as on the basis of consent.

## **5. The rights of subjects of personal data processed by the Operator**

5.1. The subject of personal data has the right to receive information regarding the processing of his personal data, including:

- confirmation of the fact that the Operator processes his personal data;

- legal grounds and objectives for the processing of personal data;
- purposes and Operational methods used for processing personal data;
- the name and location of the Operator, information about the persons (excluding the Operator's workers) who have access to personal data or who can disclose personal data on the basis of an agreement with the Operator or on the basis of the Federal Law;
- processed personal data relating to the relevant personal data subject, the source of personal data, unless another procedure for the submission of such data is provided for by the Federal Law;
- personal data processing time, including the storage period;
- the procedure for the subject of personal data to exercise the rights provided for by the Federal Law;
- corporate name or the last name, the first name, the patronymic and the address of the person carrying out the personal data processing on behalf of the Operator, if the processing is entrusted or will be entrusted to such person;
- other information provided for by Federal laws.

5.2. The subject of personal data has the right to demand a request form for information regarding the processing of the subject's personal data from the Operator. To receive a request form, the subject should contact +7(499)6830202 or e-mail [welcome@germancentre.ru](mailto:welcome@germancentre.ru).

5.3. The right of the personal data subject to access their personal data may be restricted in accordance with federal laws, including the following: if access to personal data violates the rights and legitimate interests of the third parties.

5.4. The subject of personal data has the right to demand from the Operator the specification of his personal data, their blocking or destruction in case personal data are incomplete, outdated, inaccurate, illegally obtained or not necessarily needed for the stated purpose of processing, and take measures within the law to protect their rights.

- 5.5. Information related to the processing of personal data, is provided by the Operator in an accessible form, and does not contain personal data relating to other personal data subjects, unless there are legitimate reasons for disclosing such personal data.
- 5.6. Information concerning the processing of the personal data of the subject shall be provided to him or his representative by the Operator upon request or upon receipt of the request of the subject of personal data or his representative. The request can be sent in accordance with the requirements of the Russian Federation.
- 5.7. In case the information concerning the processing of the subject's personal data, and also if the processed personal data were provided to the subject of personal data on his request, the subject of personal data has the right to apply to the Operator again or send a repeated request not earlier than thirty days after the initial request or sending of the initial request, unless a shorter period is established by a federal law, or a normative legal act adopted in accordance with it, or a contract to which the party or the beneficiary or pledger under which the subject of personal data is.
- 5.8. The subject of personal data has the right to apply again to the Operator or send a repeated request in order to obtain information concerning the processing of the personal data of the subject, and also for the purpose of getting familiar with the processed personal data before the expiry of thirty days after the initial application, in the event that such information and the processed personal data were not provided to him for examination in full as the result of the initial appeal's consideration. A repeated request along with the information concerning the processing of the subject's personal data must contain a justification for the direction of the repeated request.
- 5.9. If the subject of personal data considers that the Operator carries out the processing of his personal data in violation of the requirements of the federal law or otherwise violates his rights and freedoms, the subject of personal data has the

right to appeal against the actions or omissions of the Operator to the authorized body for the protection of the rights of subjects of personal data or in court.

5.10. The subject of personal data has the right to protect their rights and legitimate interests, including compensation for damages and (or) compensation for moral harm in the courts.

## **6. Fulfillment of operator's personal data duties**

6.1. The Operator performs the duties stipulated by the Federal Law of the Russian Federation "On Personal Data" No. 152- FL of July 27, 2006 and the normative legal acts adopted in accordance with it, including:

6.1.1. providing the subject of personal data or his representative with the information regarding the processing of his personal data, or in other cases providing motivated refusals in providing such information in the appropriate form within the time limits provided by the Federal Law of the Russian Federation "On Personal Data" No. 152- FL of July 27, 2006.

6.1.2. explaining to the subject of personal data the legal consequences of refusing to provide his personal data in the cases provided for by the Federal Law of the Russian Federation "On Personal Data" No. 152- FL of July 27, 2006;

6.1.3. making the necessary changes to personal data, destroys them, notify the subject of personal data or his representative about the changes and measures taken and taking reasonable measures to notify the third parties to whom the personal data of this entity was transferred, on time and in cases provided for by the Federal Law of the Russian Federation "On Personal Data" No. 152- FL of July 27, 2006;

6.1.4. notifying the authorized body for the protection of the rights of personal data subjects about its intention to process personal data in the event of a change in information regarding the processing of personal data of entities, as well as in the event of the termination of the processing of personal data in the form, on time and in cases provided for by the Federal Law of the Russian Federation " On personal data "No. 152- FL of July 27, 2006;

6.1.5. informing the authorized body for the protection of the rights of subjects of personal data, upon the request of this body, the necessary information within the



period provided for by the Federal Law Russian Federation "On Personal Data" No. 152- FL of July 27, 2006;

6.1.6. in case the purpose of processing personal data is achieved, the processing of personal data and its destruction within the period provided for by the Federal Law of the Russian Federation "On Personal Data" No. 152- FL of July 27, 2006, is terminated;

6.1.7. providing recording, systematization, accumulation, storage, clarification (update, change), extraction of personal data of citizens of the Russian Federation with the use of databases located on the territory of the Russian Federation, with the exception of cases provided for by the Federal Law of the Russian Federation "On Personal Data" No. 152- FL of July 27, 2006.

6.2. The operator has taken the following necessary and sufficient measures to ensure the fulfillment of the obligations stipulated by the Federal Law of the Russian Federation "On Personal Data" No. 152- FL of July 27, 2006 and the normative legal acts adopted in accordance with it:

- a person responsible for organizing the processing of personal data is appointed;
- local acts on the processing and protection of personal data are issued, as well as local acts that establish procedures aimed at preventing and detecting violations of the legislation of the Russian Federation, eliminating the consequences of such violations:
  - regulation on the protection of personal data;
  - other local acts on the processing and protection of personal data.
- legal, organizational and technical measures are used to ensure the security of personal data;
- Internal control of the compliance of personal data processing with the requirements of the Federal Law of the Russian Federation "On Personal Data" No. 152- FL of July 27, 2006 and the regulatory legal acts adopted in accordance with it, this Policy, local acts of the Operator;

- An assessment of the harm that can be caused to the subjects of personal data in case of violation of the requirements of federal legislation on personal data, the scale of this harm and measures taken by the Operator aimed at ensuring the fulfillment of obligations stipulated by the requirements of the Federal Law of the Russian Federation "On Personal Data" No. 152 - FL dated July 27, 2006 and normative legal acts adopted in accordance with it;
- Employees of the Operator directly processing personal data are familiar with the provisions of the Federal Law of the Russian Federation "On Personal Data" No. 152- FL of July 27, 2006 and the regulatory legal acts adopted in accordance with it, this Policy and local acts on processing personal data.

## **7. Responsibility for violation of the rules governing the processing and protection of personal data**

7.1. Persons guilty of violating the requirements of the Federal Law "On Personal Data" No. 152- FL of July 27, 2006, pursuant to which this Policy is developed, shall bear civil, administrative, disciplinary and other liability provided for by the legislation of the Russian Federation.

## **8. Changing the Policy**

8.1. The operator has the right to introduce changes to this Policy.

8.2. When you make changes to the Policy heading, the date of the last revision of the edition is indicated.

8.3. The new version of the Policy shall come into force from the date of its approval, unless provided otherwise by the new edition of the Policy.