

# Personal Data Processing Policy

## 1. General Provisions

This personal data processing policy is drawn up in accordance with the requirements of the Federal Law of 07.27.2006. No. 152- Federal law "On Personal Data" and "The Procedure for Working with Personal Data and Measures to Ensure the Security of Personal Data", Telecom SB Project LLC (hereinafter - the Operator).

1. The operator must ensure that the rights and freedoms of man and citizen are respected when working with personal data, including in private life, personal and family life.
2. This Operator's policy regarding the processing of personal data (hereinafter referred to as the "Policy") applies to all information that the operator can receive on the website <http://telecomsb.ru>.

## 2. The main concepts used in the Policy

1. Automated processing of personal data - processing of personal data using computer technology;
2. Blocking of personal data - temporary termination of the processing of personal data (except in cases where processing is necessary to clarify personal data);
3. Website - a set of graphic and information materials, as well as computer programs and databases, ensuring their availability on the Internet at the network address <http://telecomsb.ru>;
4. Personal data information system - a set of personal data available in the database and the provision of their processing with information technologies and technical means;
5. Anonymization of personal data - actions that cannot be found without using additional information.
6. Processing personal data - any action (operation) or set of actions (operations) that allows you to use automation tools or without using such tools, including collection, recording, systematization, accumulation, storage, clarification (updating, changing), extraction, use, transfer (distribution, provision, access), depersonalization, blocking, deletion, destruction of personal data;
7. Operator - a state body, municipal body, legal or natural person, independently or jointly with others defining the purposes of processing personal data;
8. Personal data - any information relating directly or indirectly to a specific or specific number of users of the site <http://telecomsb.ru>;
9. User - any visitor to the website <http://telecomsb.ru>;
10. Providing personal data - actions aimed at the disclosure of personal data;
11. Distribution of personal data - everything related to open access to personal data - the transfer of personal data or the transfer of personal data in unlimited circles. personal data in any other way;
12. Cross-border transfer of personal data - the transfer of personal data in the territories of foreign states;
13. Destruction of personal data - everything related to the destruction of material carriers of personal data.

## 3. The operator may process the following personal data of users

1. Surname, name;

2. Email address;
3. Phone numbers;
4. Year, month, date and place of birth;
5. Address of place of residence and (or) place of residence;
6. Also on the site there is the collection and processing of anonymized data about visitors (in cookies) with the help of Internet statistics services (Yandex Metric and Google Analytics and others).
7. The above data are hereinafter.

#### 4. Purpose of processing personal data

1. The purpose of processing the User's personal data is to inform User by sending emails; conclusion execution and termination of civil contracts; provision of User access to services, information and / or materials, contained on the website.
2. The Operator also has the right to send notifications about new products and services, special offers and various events. The user can always refuse to receive information messages by sending an email to the Operator e-mail [info@telecomsb.ru](mailto:info@telecomsb.ru) marked "Opt out of notifications of new products and services and special offers."
3. Anonymized data of Users collected through services Internet statistics, serve to collect information about actions Users on the site, improve the quality of the site and its content.

#### 5. Legal basis for the processing of personal data

1. The operator processes the personal data of the User only if filling them out and / or sending by the User independently through special forms located on the site <http://telecomsb.ru>. Filling out relevant forms and / or sending your personal data To the operator, the User agrees to this Policy.
2. The operator processes anonymized data about the User if this is allowed in the User's browser settings (saving is enabled cookies and the use of JavaScript technology).

#### 6. The procedure for the collection, storage, transfer and other types of personal processing data

Security of personal data processed by the Operator, provided by the implementation of legal, organizational and technical measures, necessary to fully comply with the requirements of the current legislation in the field of personal data protection.

1. The operator ensures the safety of personal data and accepts everything possible measures precluding access to personal data unauthorized persons.
2. The User's personal data will never, under any circumstances transferred to third parties, with the exception of causes related to execution current legislation.
3. In case of inaccuracies in personal data, the User may update them yourself, by sending it to the Operator notification to the Operator's email address [info@telecomsb.ru](mailto:info@telecomsb.ru) with a note "Updating personal data".
4. The term for processing personal data is unlimited. The User may at any time withdraw his consent to the processing of personal data by sending a notification to the Operator by e-mail to the Operator's email address [info@telecomsb.ru](mailto:info@telecomsb.ru) with a note "Revocation of consent to the processing of personal data".

## 7. Cross-border transfer of personal data

1. The operator before the start of the cross-border transfer of personal data must make sure that the foreign state on the territory of which is supposed to transfer personal data, provides reliable protection of the rights of personal entities data.
2. Cross-border transfer of personal data in foreign territories States not meeting the above requirements may be carried out only if written consent is obtained from the subject of personal data on cross-border transfer of it personal data and / or execution of a contract to which a party is the subject of personal data.

## 8. Final provisions

1. The user can get any clarification of interest issues relating to the processing of his personal data by contacting to the operator via e-mail [info@telecomsb.ru](mailto:info@telecomsb.ru).
2. This document will reflect any changes in the policy of processing personal data by the Operator. The policy is valid indefinitely until it is replaced with a new version.
3. The current version of the Policy in free access is located on the Internet at <http://telecomsb.ru/policy/>.