

Kazan

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## 1. TERMINOLOGY

Personal data - any information relating directly or indirectly to a specific or identifiable individual (from the point of view of the Legislator - the Federal Law "On Personal Data").

Processing of personal data - any action (operation) or a set of actions (operations) performed using automation tools or without using such tools with personal data, including collection, recording, systematisation, accumulation, storage, clarification (updating, changing), extraction, use, transfer (distribution, provision, access), depersonalisation, blocking, deletion, destruction of personal data (from the point of view of the Legislator - the Federal Law "On Personal Data").

Site - an Internet site located at: <https://живоедрево.рф>

Site administrator - the owner of the site <https://живоедрево.рф>

Site User (hereinafter referred to as the User or "You") is a person who has access to the Site via the Internet and uses the Site.

Cookies are a small piece of data sent by a web server and stored on the user's computer, which the web client or web browser sends to the web server in an HTTP request every time they try to open a page of the corresponding site.

IP address is a unique network address of a node in a computer network built using the IP.

Feedback form - a form posted on the Site, consisting of the appropriate fields in which the Site User can enter the requested information for further contact with the site administration. There may be several forms of feedback.

## 2. WHAT IS THIS PRIVACY POLICY FOR

2.1. This privacy policy (hereinafter referred to as the Policy) applies to Personal Data that the site administration may receive from you in the process of using the Site, as well as in the course of execution by the site administration of any agreements and contracts concluded with you in connection with your use of the Site.

2.2. The protection of your Personal Data and your privacy are important to the site administration. The Administrator processes your Personal Information in strict accordance with the laws of the Russian Federation.

2.3. The User's exploitation of the site means acceptance of this Privacy Policy and the terms of processing the User's personal data. In case of disagreement with the terms of the Privacy Policy, the User must stop using the Site.

2.4. This Privacy Policy applies only to the Site. The Site Administration does not control and is not responsible for the Internet sites of third parties, to which the User can follow the links available on the Site.

2.5. The Site Administration does not verify the accuracy of the Personal Data provided by the Site User.

2.6. This Policy is published on the Site. The site administration responsibly provides unhindered access to this Policy.

### 3. WHO PROCESSES THE INFORMATION

3.1. In order to ensure your exploitation of the Site and to advise you on the services provided in the best possible way, your Personal Data is collected and used by a legal entity created under the laws of the Russian Federation.

### 4. WHAT PERSONAL DATA MAY BE PROCESSED

4.1. The personal data collected during the operation of the Site may differ depending on whether you use the Feedback Form or not.

4.2. In cases when you use the Feedback Form, the site administration may collect the following categories of Personal Data:

- a) Your surname, name, patronymic;
- b) email;
- c) phone number.

4.3. In cases when you use the Site, study its contents and not want the site administrator to contact you and you do not fill out the Feedback Form, the site administrator may collect the following categories of Personal Data:

- a) electronic data (Cookies, IP address, browser ID data, hardware and software information);
- b) the date and time of access to the Site;
- c) information about your activity while using the Site;
- d) geolocation information.

The above categories of Personal Data are needed in order to determine the number of Site Users and which pages of the Site are most in demand and vice versa, etc.

4.4. The site administration does not check the Personal data provided by you and cannot judge its authenticity, as well as whether you have sufficient legal capacity to provide your Personal data. However, the site administrator believes that you provide reliable Personal Data, as well as update it in a timely manner. Also, the site administration assumes that you have reached the age of 18.

4.5. The site administrator does not purposefully collect Personal data that contains information about your political and religious views, nationality, biometric data.

## 5. WHAT IS THE PURPOSE OF COLLECTING PERSONAL INFORMATION

5.1. Your Personal Data may be used by the administrator for the following purposes:

- a) establishing feedback with you, including sending notifications, requests regarding the use of the Site, the provision of services, the conclusion of an agreement, the processing of requests and applications from you, the implementation of communications;
- b) determining your location in order to compile statistics on the effectiveness of the functioning of the Site;
- c) providing various information and notifications;
- d) providing you with special offers, newsletters and other information on behalf of the site administration;
- e) carrying out promotional activities with your consent;
- f) registration for participation in events;
- g) conclusion of contracts and agreements with you;
- e) other purposes.

Specific goals may also be indicated on the Feedback Form.

## 6. WHAT IS THE LEGAL BASIS FOR THE PROCESSING OF YOUR PERSONAL DATA

6.1. The processing of Personal Data is carried out on the basis of a set of legal acts, in pursuance of which and in accordance with which the administrator of the site processes personal data and protects the rights of personal data subjects, as well as your consent or on the basis of agreements (contracts) concluded between you and the site administration.

## 7. WHAT IS THE PROCESSING OF PERSONAL DATA

7.1. The processing of Personal Data on the Site is carried out in ways using automation tools.

7.2. Using the functionality of the Site and other software, the administrator processes your Personal Data. If necessary, the administrator may carry out cross-border transfer of Personal Data within the limits established by law. The Administrator checks whether the state, to whose territory the transfer of Personal data is carried out, provides adequate protection of the rights of personal data subjects, before the start of the cross-border transfer of Personal data.

7.3. You express your consent to the processing of personal data by ticking the appropriate box. This consent assumes that you have carefully read and accepted the terms of this Policy.

7.4. To achieve the stated purposes of processing, the Operator may disclose personal data to third parties, including its affiliated companies, as well as entrust the processing of personal data to other persons on the basis of an agreement containing confidentiality terms and other mandatory provisions prescribed by the legislation of the Russian Federation.

7.5 Your Personal Data is confidential information in accordance with the legislation of the Russian Federation. The administrator takes measures necessary and sufficient to ensure the fulfilment of the obligations stipulated by the legislation of the Russian Federation in the field of personal data. If necessary, the administrator takes the following measures to protect your Personal Data:

- appoints a person responsible for organising the processing of Personal Data;
- issues documents defining the policy regarding the processing of personal data, local acts on the processing of personal data, as well as local acts establishing procedures aimed at preventing and detecting violations of the legislation of the Russian Federation, and eliminating the consequences of such violations;
- applies legal, organisational and technical measures to ensure the security of personal data in accordance with the legislation of the Russian Federation in the field of personal data;
- exercises internal control over the compliance of the processing of personal data with the legislation of the Russian Federation in the field of personal data and the regulatory legal acts adopted in accordance with it, the requirements for the protection of personal data, the Operator's policy regarding the processing of personal data, and local acts of the Operator;
- familiarises employees directly involved in the processing of personal data with the provisions of the legislation of the Russian Federation in the field of personal data, including the requirements for the protection of personal data, documents defining the policy regarding the processing of personal data, local acts on the processing of personal data, and/or training of mentioned employees;
- provides unlimited access to the document defining the policy regarding the processing of personal data, to information about the implemented requirements for the protection of personal data, including the publication of this Policy on the Site.

## 8. HOW LONG IS THE PROCESSING OF PERSONAL INFORMATION

8.1. Your Personal Data is processed until you request that the site administration stop processing it.

You can declare this by sending a written request to our email address indicated in the footer of the site.

8.2. We inform you that in case of withdrawal of consent to the processing of Personal data, the requested information about the services may be provided to you in an incomplete volume or may not be provided at all.

## 9. WHO ELSE HAS ACCESS TO YOUR PERSONAL INFORMATION AND TO WHOM IT MAY BE TRANSFERRED

9.1. The site administration may transfer your Personal data to its employees. It may also share your Personal Information with its affiliates, as well as with the following third parties:

- a) partners, such as website and application owners, ad-networks and other partners who provide services related to the placement and display of advertising on websites, programs, products or services owned or controlled by such partners;
- b) third parties in respect of which the assignment of rights or obligations under the relevant agreement has been made;
- c) regulatory authorities of the Russian Federation, law enforcement agencies, central or local executive authorities, other official or state bodies or courts in respect of which the administrator is obliged to provide information in accordance with the legislation of the Russian Federation upon a relevant request;
- d) to third parties, if you have expressed your consent to the transfer of your Personal Data or the transfer of Personal Information is required to provide you with the relevant service or to fulfil a certain agreement or contract concluded with you;
- e) to any third party in order to provide legal protection or third parties if you violate the rights of the site administration.

## 10. WHERE YOUR PERSONAL INFORMATION IS STORED AND PROCESSED

Your Personal Information will be stored on server (or other computer) equipment that is owned or used by the site administration on the territory of the Russian Federation.

## 11. YOUR RIGHTS

### 11.1 What rights do you have

If it is provided for by the legislation of the Russian Federation, you have the right to access your Personal Data processed by the site administration in accordance with this Policy.

If it is provided by the legislation of the Russian Federation, you have the right:

- request the deletion of your Personal Data;
- demand restrictions on the processing of your Personal Data;
- to object to the processing of your Personal Data, if this is provided for by applicable law.

11.2. The administrator will fulfil these requests in accordance with the Legislation of the Russian Federation.

In cases provided by the legislation of the Russian Federation, you may also have other rights not specified above.

### 11.3 How you can exercise your rights

If you are not satisfied with the way the administrator processes your Personal Data, please let us know and the administrator will consider your claim.

If you are not satisfied with the answer, you have the right to file a complaint with the competent authority.

## 12. UPDATES TO THIS POLICY

This Policy may be subject to change. The Administrator has the right to make changes at his own discretion without notifying the Users and other persons.