

# Regulation "On the processing of personal data"

Russian Federation, city of Moscow

Effective date: 01 June 2021  
Revised: 01 June 2021

This Regulation on the processing of personal data (hereinafter referred to as the Privacy Policy) determines the procedure for processing and protecting personal data of individuals (hereinafter referred to as Users), which can be obtained by the Personal Data Operator when the User uses his services provided through services, services, programs owned by the Personal Data Operator data. The privacy policy is posted on the website at <https://is-law.ru/en/> (hereinafter referred to as the Site).

## 1. GENERAL PROVISIONS

1.1. The operator of personal data is the lawyer (lawyer's office) Shmakova Irina Anatolyevna (hereinafter referred to as the Operator).

1.2. The processing of the User's personal data is carried out in order to achieve the goals of processing personal data, in any legal way, including in personal data information systems using automation tools or without using such tools (mixed processing of personal data). The processing of personal data of Users is carried out in accordance with the Federal Law of July 27, 2006 No. 152-FZ "On Personal Data".

1.3. Consent to the processing of personal data is valid from the moment it is submitted to the Operator until the date the Operator terminates the status of a lawyer.

1.4. Basic concepts used in the Privacy Policy:

1.4.1. personal data - any information relating directly or indirectly to a specific or identifiable natural person (User)

1.4.2. processing of personal data - any action (operation) or a set of actions (operations) with personal data performed using automation tools or without their use. The processing of personal data includes, among other things: collection, recording, systematization, accumulation, storage, clarification (updating, changing), extraction, use, transfer (provision, distribution, access), blocking, depersonalization, deletion, destruction of personal data

1.4.3. automated processing of personal data - processing of personal data using computer technology

1.4.4. dissemination of personal data - actions aimed at disclosing personal data to an indefinite circle of persons

1.4.5. provision of personal data - actions aimed at disclosing personal data to a certain person or a certain circle of persons

1.4.6. blocking of personal data - temporary suspension of the processing of personal data (unless the processing is necessary to clarify personal data)

1.4.7. depersonalization of personal data - actions, as a result of which it becomes impossible without

using additional information to determine the ownership of personal data by a specific User

1.4.8. destruction of personal data - actions, as a result of which it becomes impossible to restore the content of personal data in the information system of personal data and (or) as a result of which material carriers of personal data are destroyed.

1.5. Using the services of the Site means the User's unconditional consent to the Privacy Policy and the conditions for processing his personal information specified therein; in case of disagreement with these conditions, the User must refrain from using the Site and its services.

1.6. The Operator has the right to make changes to the Privacy Policy without the consent of the User. The new version of the Privacy Policy comes into force from the moment it is posted on the Site, unless otherwise provided by the new version of the Privacy Policy.

1.7. The text of the Privacy Policy is available to Users on the Internet at: <https://is-law.ru/en/>.

## 2. TERMS AND CONDITIONS PROCESSING OF PERSONAL DATA

2.1. Personal data authorized for processing under the Privacy Policy is provided by the User and includes (may include in part or in full) the following User information:

last name, first name, patronymic

contact information (phone, e-mail)

registration address

bank details

passport details

date, month, year, place of birth.

2.2. The purposes of processing personal data are:

performance of contractual obligations

User identification

informational and advertising mailing (upon obtaining the consent of the User)

placement of reviews and recommendations from the User (upon obtaining the consent of the User)

## 3. MEASURES USED BY THE OPERATOR IN THE PROCESSING OF PERSONAL DATA

3.1. When processing personal data, the Operator, at its discretion, takes the necessary legal, organizational and technical measures to protect them from unauthorized or accidental access to them, destruction, modification, blocking, copying, provision, distribution

personal data, as well as from other illegal actions in relation to personal data, including:

3.1.1. determines threats to the security of personal data during their processing in information systems of personal data

3.1.2. applies organizational and technical measures to ensure the security of personal data, including during their processing in information systems of personal data, necessary to fulfill the requirements for the protection of personal data, the implementation of which ensures the levels of protection of personal data established by the Government of the Russian Federation

3.1.3. evaluates the effectiveness of the measures taken to ensure the security of personal data before the commissioning of the personal data information system

3.1.4. ensures timely detection of facts of unauthorized access to personal data and takes the necessary measures to prevent such cases and eliminate their consequences

3.1.5. restores personal data modified or destroyed due to unauthorized access to them

3.1.6. establishes the rules for access to personal data processed in the personal data information system, and also ensures registration and accounting of all actions performed with personal data in the personal data information system

3.1.7. ensures control over the measures taken to ensure the security of personal data and the level of security of personal data information systems

3.1.8. publishes the Privacy Policy on the Site and provides unlimited access to it

3.1.9. exercises internal control over the compliance of the processing of personal data with the legislation on personal data

3.1.10. determines where personal data is stored

3.1.11. information on paper is stored in lockable cabinets

3.2. Access to personal data processed by the Operator is available only to persons whose official functions include working with such information and documents. The operator transfers personal data to its employees in the manner prescribed by the legislation of the Russian Federation, and limits this information only to those personal data that are necessary for the purposes of processing personal data.

3.3. The operator has the right to provide access to personal data of users in the following cases:

3.3.1. It is provided, permitted or required in accordance with the legislation of the Russian Federation

3.3.2. The user has given his consent to the transfer of personal data to their recipient.

## 4. RIGHTS AND OBLIGATIONS

4.1. The user has the right:

4.1.1. receive information about the processing of his personal data

4.1.2. clarify their personal data, block or destroy them if they are incomplete, outdated, inaccurate, illegally obtained or cannot be recognized as necessary for the stated purpose of processing, as well as take legal measures to protect their rights

4.1.3. protect your rights and legitimate interests by filing a claim with the Operator,

4.1.4. at its discretion, provide the Operator with personal data for their processing on the terms specified in the Privacy Policy

4.1.5. on the basis of a request, receive from the Operator information regarding the processing of his personal data.

4.2. The User's right to access his personal data may be limited in accordance with federal laws, including if the User's access to his personal data violates the rights and legitimate interests of third parties.

4.3. The operator is obliged:

4.3.1. Use the information received solely for the purposes specified in the Privacy Policy.

4.3.2. Ensure that confidential information is kept secret, not disclosed without the prior written permission of the User, and also not to sell, exchange, publish or disclose in other possible ways the transferred personal data of the User, except as provided for in the Privacy Policy.

4.3.3. Take precautions to protect the User's personal data.

4.3.4. Block personal data relating to the relevant User from the moment the User or his legal representative or authorized body for the protection of the rights of personal data subjects applied or requested for the period of verification in case of revealing inaccurate personal data or illegal actions.

## 5. IDENTIFICATION FILES

5.1. The Site may use cookies stored on the client system (hereinafter - cookies).

5.2. Cookies are necessary for the use of the Site, navigation on the Site and the proper operation of its services.

5.3. Cookies may contain information about the User's actions on the Site, including the information entered by him, and are used in accordance with the provisions of the Privacy Policy. The data stored in these cookies is available only for the Site and cannot be used in any way when the User visits other sites.

5.4. By using the Site, the User agrees to the storage of cookies by the Site using the appropriate standard mechanism in the Internet browser on his computer/smartphone.

## 6. DISPUTES RESOLUTION

6.1. Before going to court with a claim for disputes arising from the relationship between the User and the Operator, a claim (a written proposal for a voluntary settlement of the dispute) is submitted.

6.2. The recipient of the claim within 10 (ten) calendar days from the date of receipt of the claim in writing

notifies the claimant of the results of the claim review.

6.3. If an agreement is not reached, the dispute will be referred to the court in accordance with the current legislation of the Russian Federation.

6.4. The current legislation of the Russian Federation applies to the Privacy Policy and the relationship between the User and the Operator.

## 7. FEEDBACK AND DETAILS OF THE OPERATOR

7.1. All additional questions or suggestions regarding the Privacy Policy, as well as the processing of personal data, must be sent to the email address specified in clause 7.2 of the Privacy Policy.

7.2. Operator details:

Law Office of Shmakova Irina Anatolyevna (Certificate No. 2554 dated October 11, 2021, Moscow Bar Association)

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