

Confidentiality Policy

The present personal data protection and confidentiality policy (hereinafter referred to as the “Confidentiality policy”) shall be effective with respect to all information which Export consulting Tehnobit located at the domain name: www.tehnobit.io, may receive about the User during the usage of the website of Export consulting Tehnobit.

TERMS DEFINITION

1.1. In the present Confidentiality policy the following terms are used:

1.1.1. Website administration of Export consulting Tehnobit (the „Website administration”) – employees authorized to administer the website acting on behalf of a group of legal persons who organize and (or) carry out processing of personal data as well as define the purposes of personal data processing, scope of personal data to be processed, actions (operations) with personal data.

1.1.2. Personal data – any information relating to, directly or indirectly, an identified or identifiable individual (personal data subject).

1.1.3. Personal data processing - any action (operation) or set of actions (operations) performed by automated means, or without using such means on personal data, including collection, recording, systematization, accumulation, storage, clarification (update, change), retrieval, use, transmission (dissemination, provision, access, depersonalization, blocking, deletion, destruction of personal data.

1.1.4. Personal data confidentiality- a requirement mandatory for the Operator or other person which has received an access to personal data, not to allow their dissemination without consent of the personal data subject, or availability of another legal reason.

1.1.5. The User of the Export consulting Tehnobit’s website (“the User”) – a person having access to the website, via Internet and using the Export consulting Tehnobit’s website.

1.1.6. Cookies – a small fragment of data sent by the web server and stored at the user computer, which a web client or a web browser every time sends to the web server in an HTTP request when trying to open a page of the respective website.

1.1.7. IP-address – a unique network address of a node in a computer network created according to the IP protocol.

. GENERAL PROVISIONS

- 2.1. The User's use of the website of Export consulting Tehnobit shall constitute the acceptance with the present Confidentiality policy and conditions of processing of the User's personal data.
- 2.2. If the User does not agree with the conditions of the Confidentiality policy, the User should discontinue the use of the Export consulting Tehnobit's website.
- 2.3. The present Confidentiality policy extends to the Export consulting Tehnobit's website as well as to all its derivatives – all sites of the third-level domain.
- 2.4. The Website administration does not verify the authenticity of personal data submitted by the User of the Export consulting Tehnobit's website.
- 2.5. **The information from persons under 14 shall not be accepted for processing.** If the User is under 14 years of age, he or she is not entitled to enter his or her data at the Export consulting Tehnobit's website, or provide any personal information about himself or herself. In cases when the Website administration shall know about the receipt of personal information from an individual under 14 years of age, it shall be entitled to immediately delete these data.

. SUBJECT MATTER OF THE CONFIDENTIALITY POLICY

- 3.1. The present Confidentiality policy lays down the obligations of the Website administration of Export consulting Tehnobit as to non-disclosure and ensurance of protection of personal data confidentiality which the User submits to the Website Administration when filling out the application forms, or sending messages from the website.
- 3.2. Personal data permitted for processing within this Confidentiality policy, shall be submitted by the User by means of filling out the application form at the Export consulting Tehnobit's website and include the following information:
 - 3.2.1. User name;
 - 3.2.2. the User's contact phone number;
 - 3.2.3. E-mail address (e-mail);

3.3. Export consulting Tehnobit protects the data which are automatically transmitted when viewing advertising blocks and visiting pages on which the system's statistic script is installed ("pixel"):

- IP address;
- Information from cookies;
- Information about browser (or any other program that ensures access to advertising demonstration);
- Access time;
- Address of the page where the advertising block is located;
- Referrer (address of the previous page).

3.3.1. Disablement of cookies can lead to the impossibility of accessing parts of the website of the Export consulting Tehnobit network that require authorization.

3.4. Any other personal information not mentioned above (browsers used and operating systems etc.) shall be subject to safe storage and non-disclosure except for a case envisaged in subclause 5.2. of the present Confidentiality policy.

• PURPOSES OF COLLECTION OF THE USER'S PERSONAL INFORMATION

4.1. The Administration of Marketing Outsourcing R&D may use the User's personal data for the purposes of:

4.1.1. Arranging feedback with the User including sending of contact data pertaining to the use of the Export consulting Tehnobit's website, rendering services, processing requests and applications from the User.

4.1.2. Confirming the authenticity and completeness of personal data submitted by the User.

4.1.3. Providing to the User of an efficient customer and technical support when problems arise related to the use of the Export consulting Tehnobit's website.

5. METHODS AND TERMS FOR PROCESSING PERSONAL INFORMATION

5.1. Processing of the User's personal data shall be carried out without limit of time, in any legal way, including in the information systems of personal data with the use of automated means, or without using such means.

5.2. The User's personal data may be transmitted to the authorized agencies of state authorities of the Russian Federation solely for reasons and in the order established by the legislation of the Russian Federation.

5.4. In the event of a loss or disclosure of personal data, the Website administration shall inform the User on the loss or disclosure of personal data.

5.5. The Website administration shall take the necessary organizational and technical measures for protection of the User's personal information against unlawful or accidental access, destruction, modification, blocking, copying, dissemination, as well as other unlawful actions performed by third parties.

5.6. The Website administration shall take, in conjunction with the User, all necessary measures to prevent damages or other negative consequences caused by loss or disclosure of the User's personal data.

. OBLIGATIONS OF THE PARTIES

6.1. The User is obliged to:

6.1.1. Provide the information on personal data required for using the Export consulting Tehnobot's website.

6.1.2. Update and supplement the provided information on personal data in case of changes of this information by notifying the Administration of Export consulting Tehnobot at the email address: info@tehnobot.io or by telephone: +7 800 707 16 46

6.2. The Website administration is obliged to:

6.2.1. Use the information received solely for the purposes indicated in Cl. 4 of the present Confidentiality policy.

6.2.2. Keep confidential information secret, not to disclose without preliminary written permission from the User, and not to carry out sale, exchange, publication, or disclosure by other possible ways of the User's personal data transmitted, except for subclause 5.2. of the present Confidentiality policy.

6.2.3. Take precautions for protection of the confidentiality of the User's personal data in accordance with the procedure usually used for protection of such information in the existing business practice.

6.2.4. Carry out blocking of personal data relating to the respective User, following an application or a request from the User, or his or her legal representative, or the body empowered to protect the rights of personal data

subjects for the period of inspection, in case of revealing of unreliable personal data or unlawful actions.

. LIABILITIES OF THE PARTIES

7.1. If the Website administration fails to fulfill its obligations, it shall be liable for losses incurred by the User due to improper use of personal data, in accordance with the legislation of the Russian Federation, except in cases provided for by subclauses 5.2. and 7.2. of the present Confidentiality policy.

7.2. In case of a loss or disclosure of Confidential information, the Website administration shall not be liable if this confidential information:

7.2.1. Became public domain prior to its loss or disclosure.

7.2.2. Has been received from a third party prior to its receipt by the Website administration.

7.2.3. Has been disclosed with consent of the User.

. DISPUTE RESOLUTION

8.1. Before going to court with a lawsuit on disputes arising from the relations between the User of the Export consulting Tehnobot's website and the Website administration, a claim should be raised in a mandatory manner (a written proposal on a voluntary settlement of dispute).

8.2 The recipient of the claim, within 30 calendar days since receipt of the claim, shall notify the claimant in writing on the results of the claim assessment.

8.3. Should there be failure to reach an agreement, the dispute shall be submitted to a judicial authority in compliance with the legislation in force of the Russian Federation.

8.4. In relation to this Confidentiality policy and relations between the User and the Website administration, the effective legislation of the Russian Federation shall be applied.

. ADDITIONAL CONDITIONS

9.1. The Website administration is entitled to introduce changes into the present Confidentiality policy without the User's consent.

9.2. The new Confidentiality policy takes effect from the moment it is posted

on the website of Export consulting Tehnobot, unless otherwise provided by the new wording of the Confidentiality policy.

9.3. All proposals or questions with respect to the present Confidentiality policy should be sent to the following e-mail address: info@tehnobot.io

9.4. The current Confidentiality policy is posted on the page at the address: www.tehnobot.io