

09/19/2017

# Privacy Policy

This "Privacy Policy" for personal data (further - "Privacy Policy") applies to all information that website of NevaSpetsTyazh (further - "NevaSpetsTyazh Site"; located on the <http://nstspb.ru> domain name, as well as its subdomains) can receive about the User ( its programs and its products) while using the site <http://nstspb.ru>, as well as its subdomains.

## 1. Definition Terms

### 1.1 The following terms used in this "Privacy Policy":

1.1.1. The administrator of the site (further - "Administrator") - authorised employees to manage "NevaSpetsTyazh Site", who organise and (or) process personal data, and also determine the purposes of processing personal data, the composition of personal data to be prepared.

1.1.2. "Personal data" is any information relating directly or indirectly to a defined individual (Subject "Personal data").

1.1.3. "Processing of personal data" any action (operation) or 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.

1.1.4. "Confidentiality of personal data" is mandatory for the use of Operator or another person who has gained access to personal data to comply with the requirement not to allow their dissemination without the consent of the subject of personal data or the presence of any other legal basis.

1.1.5. "NevaSpetsTyazh Site" is a collection of interconnected web pages located on the Internet at a unique address (URL): <http://nstspb.ru/>, as well as its subdomains.

1.1.6. "Subdomains" are pages or a collection of pages located on third-level domains belonging to "NevaSpetsTyazh site", as well as other temporary pages, below which is the contact information of "Administration".

1.1.7. "User of NevaSpetsTyazh Site" (further - "User") is a person who has access to "NevaSpetsTyazh Site" via the Internet and uses information, materials and products of the "NevaSpetsTyazh Site".

1.1.8. "Cookies" - a small piece of data sent by the web server and stored on the user's computer, which the web client or web browser sends to the web server each time in an HTTP request when trying to open the page of the corresponding site.

1.1.9. "IP-address" is a unique network address of a node in a computer network through which the User gains access to "NevaSpetsTyazh Site".

## 2. General Provisions

2.1. Using "NevaSpetsTiagh Site" by the "User" means acceptance of this "Privacy Policy" and the conditions for processing the User's "Personal data".

2.2. In case of disagreement with the terms of the "Privacy Policy", the User must stop using "NevaSpetsTyazh Site".

09/19/2017 Privacy Policy

2.3. This "Privacy Policy" applies to "NevaSpetsTyazh Site". "NevaSpecTyazh Site" does not control and is not responsible for third-party sites to which the "User" can click on the links available on "NevaSpetsTyazh Site".

2.4. "Administrator" does not verify the accuracy of "Personal data" provided by the "User".

## 3. The subject of "Privacy Policy".

3.1. This "Privacy Policy" establishes "Administrator" obligations for non-disclosure and ensuring the regime for protecting the confidentiality of "Personal data" that the "User" provides at the request of "Administrator" when registering on "NevaSpetsTyazh Site", or when subscribing to the newsletter.

3.2. "Personal data" authorised for processing under this "Privacy Policy" is provided by "User" by filling out forms on "NevaSpetsTyazh Site" and includes the following information:

3.2.1. last name; first name; patronymic of "User";

3.2.3. E-mail address of "User";

3.2.4. Residence of "User"(if required);

3.2.5. "User" photo (if required);

3.3 "NevaSpetsTyazh Site" protects "Personal data" that is automatically transmitted when you visit the pages: IP address; information from cookies; information about the browser access time; referrer (address of the previous page).

3.3.1. Disabling cookies may result in the inability to access parts of the site that require authorisation.

3.3.2. "NevaSpetsTyazh Site" collects statistics about the IP addresses of its visitors. This information used to prevent, identify and solve technical problems.

3.4. Any other personal information not specified above (browsing history, browsers used, operating systems, etc.) is subject to reliable storage and non-distribution, except as provided in paragraphs 5.2. of "Privacy Policy".

4. Purpose of collecting user personal information.

4.1. "Administrator" may use "User's personal data" in order to:

4.1.1. Identification of "User" registered on "NevaSpetsTyazh Site" for its further authorization.

4.1.2. Providing "User" with access to personalized data "NevaSpetsTyazh Site".

4.1.3. Establishing feedback with "User", including sending notifications, requests regarding the use of "NevaSpetsTyazh Site", processing requests and applications from "User".

4.1.4. Determining the location of "User" to ensure security, prevent fraud.

4.1.5. Confirmations of the accuracy and completeness of personal data provided by "User".

4.1.6. Creating an account to use parts of "NevaSpetsTyazh Site", if "User" has agreed to create an account.

4.1.7. Notifications of "User" by email.

4.1.8. Providing "User" with effective technical support in case of problems associated with the use of "NevaSpetsTyazh Site".

4.1.9. Providing "User" with his consent of special offers, newsletters and other information on behalf of "NevaSpetsTyazh Site".

5. Methods and terms for processing personal information

09/19/2017 Privacy Policy

5.1. The processing of "User's personal data" is carried out without any time limit, by any legal means, including in "Personal data" information systems using automation tools or without using such tools.

5.2. The "User's personal data" may be transferred to authorised bodies of state power of the Russian Federation only on the grounds and in the manner established by the legislation of the Russian Federation.

5.3. In case of loss or disclosure of personal data, "Administrator" has the right not to inform the "User" about the loss or disclosure of "Personal data".

5.4. "Administrator" takes the necessary organisational and technical measures to protect "User's" personal information from unauthorised or accidental access, destruction, alteration, blocking, copying, distribution, as well as from other illegal actions of third parties.

5.5. "Administrator" together with "User" takes all necessary measures to prevent losses or other negative consequences caused by the loss or disclosure of "User's personal data".

6. Rights and obligations of the parties

6.1. The "User" has the right to:

6.1.1. Make a free decision to provide your "Personal data" necessary for using "NevaSpetsTyazh Site", and give consent to their processing.

6.1.2. Update, supplement the provided information about "Personal data" in case of change of this information.

6.1.3. "User" has the right to receive information from "Administrator" regarding the processing of his "Personal data" if federal laws do not limit such a right. The user has the right to demand from "Administrator" the clarification of his "Personal data", their blocking or destruction if the personal data is incomplete, outdated, inaccurate, illegally obtained or not necessary for the stated purpose of processing, and also take measures prescribed by law to protect his rights. To do this, notify "Administrator" at the specified Email address.

6.2. "Administrator" is obliged:

6.2.1. Use the information received solely for the purposes specified in paragraph 4 of this "Privacy Policy".

6.2.2. Ensure that confidential information is kept confidential, not disclosed without the prior written permission of "User", and also not to sell, exchange, publish or communicate in any other possible way the transferred personal data of "User", except clauses 5.2 of this Privacy Policy.

6.2.3. Take precautions to protect the confidentiality of "User's personal data" in accordance with the procedure usually used to preserve this kind of information in existing business transactions.

6.2.4. To block "Personal data" related to the relevant "User" from the moment of contacting or requesting "User", or his legal representative or authorised body for the protection of the rights of "Personal data" subjects for the period of verification, in case of revealing inaccurate personal data or illegal actions.

## 7. Responsibility of the parties.

7.1. "Administrator", which has not fulfilled its obligations, is liable for losses incurred by the "User" in connection with the unlawful use of "Personal data", in accordance with the legislation of the Russian Federation, with the exception of cases provided for in paragraph 5.2 and 7.2 of this "Privacy Policy".

09/19/2017 Privacy Policy

7.2. In case of loss or disclosure of "Confidential Information", "Administrator" is not responsible if this confidential information:

7.2.1. "Confidential Information" was become public before its loss or disclosure.

7.2.2. "Confidential Information" was received from a third party until it was acquired by the resource "Administrator".

7.2.3. "Confidential Information" was disclosed with the consent of "User".

User

7.3. The user is fully responsible for compliance with the requirements of the legislation of the Russian Federation, including laws on advertising, on the protection of copyright and related rights, on the protection of trademarks and service marks, but not limited to the above, including full responsibility for the content and form of materials.

7.4. "User" acknowledges that the responsibility for any information (including, but not limited to: data files, texts, etc.), to which he may have access as part of "NevaSpetsTyazh Site", lies with the person who provided such information.

7.5. "User" agrees that the information provided to him as part of "NevaSpetsTyazh Site" may be an intellectual property subject to which rights are reserved and belong to other "Users", partners or advertisers who post such information on "NevaSpetsTyazh Site". "User" may not make changes, lease, lease, sell, distribute or create derivative works based on such content (in whole or in part) unless such actions were expressly authorised in writing by the owners of such content in accordance with terms of a separate agreement.

7.6. In relation to text materials (articles, publications that are in the public domain on "NevaSpetsTyazh Site"), their distribution is allowed provided that a link to "NevaSpetsTyazh Site" is given.

7.7. "Administrator" is not responsible to "User" for any loss or damage incurred by "User" as a result of deletion, failure or inability to save any content and other communication data contained on the "NevaSpetsTyazh Site" or transmitted through it.

7.8. "Administrator" is not responsible for any direct or indirect losses incurred due to: use or inability to use the site, or specific services; unauthorised access to user communications; statements or behaviour of any third party on the site.

7.9. "Administrator" is not responsible for any information posted by "User" on "NevaSpetsTyazh Site", including, but not limited to: information protected by copyright, without the express consent of the copyright holder.

## 8. Dispute Resolution

8.1. Before applying to the court with a claim for disputes arising from the relationship between "User" and "Administrator", it is mandatory to submit a request (a written proposal or an electronic proposal for a voluntary settlement of the dispute).

8.2. The recipient of the claim within 30 calendar days from the date of receipt of the request, notifies the claimant in writing or electronically of the complaint about the results of the consideration of the request.

8.3. If the agreement is not reached, the dispute will be referred to the Arbitration Court of St. Petersburg.

8.4. The current legislation of the Russian Federation applies to this "Privacy Policy" and the relationship between "User" and "Administrator".

## 9. Additional Terms

9.1. "Administrator" has the right to make changes to this "Privacy Policy" without the consent of "User".

9.2. The new "Privacy Policy" comes into force from the moment it is posted on "NevaSpetsTyazh Site" unless otherwise provided by the latest version of "Privacy Policy".

09/19/2017 Privacy Policy

9.3. All suggestions or questions regarding this "Privacy Policy" should be reported to [nst@nstspb.ru](mailto:nst@nstspb.ru).

9.4. The current "Privacy Policy" is available on the page at <http://nstspb.ru/politika.html>

Updated: September 19, 2017

St. Petersburg, INN 7801447883, KPP 781001001, OGRN 1077847586960 (registered on September 13, 2007)

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