

Personal Data Processing Policy

city Volkhov

20 June 2023

1. General Provisions

1.1 This Personal Data Processing Policy (hereinafter the "Policy") is developed and applied by Individual Entrepreneur Solovyov Alexander Yurievich, Primary State Registration Number of Individual Entrepreneur 323470400048922 (hereinafter the "Operator") in accordance with the Federal Law "On Personal Data" (hereinafter the "Law") and in accordance with the provisions of the General Data Protection Regulation (Regulation (EU) 2016/679) of 27 April 2016 (hereinafter the "GDPR")

1.2 The issues not regulated by this Policy related to personal data processing shall be resolved in accordance with the applicable laws of the Russian Federation in the field of personal data protection.

1.3 The terms related to the processing of personal data used in the text of the Policy shall be interpreted in accordance with their definition provided in the Law and the GDPR provisions, unless explicitly stated otherwise in the text of the Policy.

1.4 The Policy has the following purposes:

a) setting the rules for the processing of personal data provided by individuals who have entered into contractual and other civil law relations with the Operator;

b) defining the purposes, legal basis, procedure and scope of the personal data processed. The content of the information on the requirements implemented for the protection of the processed personal data;

c) the setting of the procedure of interaction with the subjects of personal data in receiving the requests from them;

d) the determination of the methods and terms of the processing of personal data;

e) the determination of the procedure of destruction of personal data.

1.5 The terms of the Policy are available to personal data subjects at: <https://pro.affskill.com>. Failure to comply with the terms and conditions set forth in this Policy shall not be used as a basis for any claims from the subject of personal data towards the Operator.

1.6 If the individual does not agree with the terms of this Policy, he/she should immediately stop using the website.

2. Terms

2.1 Subject of personal data /Subject / User - refers to individuals, including citizens of the Russian Federation and foreign nationals, who provide their personal data to the Operator.

2.2 Site - refers to the information, texts, graphics, design, images, pictures and videos, as well as other results of intellectual activity and software, contained in an information system and available on the Internet at the following network address (including sub-domains) <https://pro.affskill.com>.

2.3 Cookie files - refers to the data which is automatically sent to the Operator when using the Site with the software installed on the device of the subject of personal data. This data includes IP-address, location, information about the browser and operating system of the device, technical characteristics of the used equipment and software, and information about access to the Site (time/date).

3. Conditions for providing personal data

3.1 As a rule, the Operator shall not verify the authenticity of personal data provided by the subjects and shall not control their competence. The risk of providing unreliable personal data, including providing data of third parties as their own, lies entirely with the subject of personal data.

3.2 The Operator assumes that:

3.2.1 The User provides accurate and complete personal information in response to the questions offered on the Site and updates this information as necessary.

3.2.2 If the User uploads his image through the Site, he gives his free consent to the use of this image (according to art.152.1 of the Civil Code) for purposes not related to the identification of the subject of personal data. The subject undertakes not to provide third parties' photos as his own image.

3.2.3 The User understands that the information they post about themselves on the Site may become available to other users of the Site, and may also be copied and distributed by such subjects of personal data in accordance with the terms of this Policy.

3.3 The User confirms that he is familiar with this Policy, and expresses his informed consent to the provisions set forth.

4. Giving the consent to the processing of personal data

4.1 The User agrees with the terms of the Policy and gives the Operator consent to the processing of his personal data on the following grounds:

4.1.1 Providing Consent in the form of an electronic document, which in turn was made and signed by the User on paper and sent to the Operator in accordance with the instructions of this Policy.

4.1.2 Registration on the site - the User provides personal data by filling out the form on the Website. The User is considered to have given his consent to the processing of his personal data at the moment of sending the application, or when proceeding to the payment, or similar actions.

4.1.3 Introduction or change of personal data in the Personal Cabinet - the User provides personal data when editing the information in the Personal Cabinet. The User shall be deemed to have provided consent to the processing of his newly entered or changed personal data when saving such data.

4.1.4 Filling the feedback form - the User provides personal data to the Operator when filling out the feedback form on the Site. The User is considered to have given their consent to the processing of their personal data, entered in the fields of the feedback form, at the moment of pressing the button, confirming the sending of the application.

4.1.5 Registration of subscription to receive information and news materials from the Operator - the User provides personal data by filling out the form for subscription to the newsletter, posted on the Website. The User is considered to have provided consent to the processing of their personal data at the moment of pressing the button confirming the subscription.

4.1.6 Site usage - the User is considered to have given their consent to the processing of their personal data, which are automatically transferred to the Operator in the process of using the Site by means of the software installed on the User's device. The consent is considered to be given at the moment of starting to use the Site.

4.2 Providing consent to the processing of personal data in the above cases is an active action of the User, expressing his will to voluntarily provide his personal data and agree to its processing by the Operator in accordance with the terms of this Policy and the current legislation.

4.3 The User's consent to the processing of his personal data by the Operator is valid from the moment the consent is given and remains valid for the period necessary to achieve the goals of personal data processing specified in the present Policy. The User can revoke his consent to the processing of personal data in accordance with the procedure stipulated in the Policy.

4.4 The User's consent to the processing of personal data, which is allowed for distribution, must be provided separately from the consent to the processing of personal data. To provide such consent the User fills out a separate form offered by the Operator. When filling out the form, the User shall specify the mandatory fields, including the last name, first name, patronymic (if any), contact information (phone number, email address or postal address of the subject of personal data).

4.5 The User's consent to the processing of personal data, which is allowed for distribution, is provided to the Operator for a certain period specified in such consent.

4.6 If the User is under the age of 18, he/she must provide the written consent of his/her legal representative to the processing of his/her personal data by the Operator. For this purpose, the User must send the written consent of his legal representative to the email address of the Operator. The Operator does not actively monitor the provision of such consent by the User, as the process of collecting personal data is carried out by an automated system. But if it is revealed that the subject is not legally capable and has provided his personal data without the written consent of his legal representative, the Operator immediately blocks the processing of such personal data until the circumstances are clarified.

5. Personal data

5.1 The Operator processes the following personal data: last name, first name, middle name; e-mail address; phone number; account data in social networks and electronic services, if the function of authorization through the specified services is provided on the Site.

5.2 The Operator can receive, accumulate and use technical and other information related to the User in accordance with the purposes defined in the Policy. Technical information, while not personal data, includes the use of cookies that allow to identify the User.

5.3 Technical information also includes data automatically sent to the Operator, when the data subject uses the Site with the software, installed on his device, including: data about the personal data subject's online activities, such as pages visited, date and time of click-through URL, etc.; information about the device and browser from which the subject connects to the Internet, including the IP address and (in the case of mobile devices) the type of device and its unique identifier; data on interaction with the operator's advertisements outside the resource, including the number of views, frequency of viewing; data on the subject's place of residence or location; taxpayer number of the subject of personal data; passport data, bank details.

5.4 The Operator does not collect or process these types of personal data in accordance with the Policy and the requirements of applicable law:

a) biometric personal data, which characterize the physiological and biological characteristics of the person, on the basis of which it is possible to identify the person;

b) special categories of personal data, which refer to racial or ethnic origin, political views, religious or philosophical beliefs, health conditions, intimate life, etc.

5.5 The operator applies automatic systems of personal data processing.

6. Processing of personal data

6.1 Processing of personal data of Data Subjects shall be carried out on the basis of the following acts: Constitution, Civil Code of the Russian Federation, Law "On Personal Data"; General Data Protection Regulation (Regulation (EU) 2016/679) of April 27, 2016, legal acts of the Operator.

6.2 The Operator processes Subjects' personal data solely for the purpose of:

a. Registration of the User on the Site and providing an opportunity to fully use the services of the Site.

b. Displaying the User's profile on the Site.

c. Establishing and maintaining communication between the Subject and the Operator, as well as advising on the provision of services.

d. Sending advertising messages by the Operator to the Subject's email address and targeting advertising materials with the Subject's consent.

e. Improving the quality of service to Subjects and upgrading the Operator's Site by processing inquiries and requests from Personal Data Subjects.

f. Conducting statistical and other research based on anonymized information provided by the Subjects.

g. Obtaining additional information from the Subject of personal data for the purpose of entering into various contracts, including information and consulting services, contractor, lease of property, author's order, license and other contracts related to authors' rights.

6.3 Processing of personal data includes: collection, recording, systematization, accumulation, storage, deletion, destruction, clarification (update, change), extraction, transfer (spreading, provision, access), depersonalization, use, blocking.

6.4 The Subject of personal data has the right to object to the processing of their data for direct marketing purposes, including profiling, insofar as it relates to direct marketing. The data subject may submit his or her objection to the Operator in accordance with the procedure set out in this Policy.

6.5 Retention of personal data is carried out in accordance with one of the following conditions, whichever comes first:

- a. until the data subject deletes the data in the relevant section of the personal account;
- b. until the moment of deletion of the data by the Operator, if the Subject has withdrawn its consent to the processing of the personal data or has made a demand for the deletion of the data;
- c. until the expiry of the consent to data processing or the achievement of the purposes of personal data processing.

6.6 The Operator may share personal data with third parties. At the same time, transfer of such data does not qualify as dissemination to an unspecified circle of persons. The transfer of personal data may be conducted for the following purposes:

- a. to optimize the distribution of information and advertising messages of the Operator. In this case the following personal data of Subjects can be transferred to third parties: surname, name, patronymic; e-mail address, phone number;
- b. sending newsletters about new services provided by the Operator to the Subjects. In this case the following personal data of the Subjects can be transferred to third parties: surname, first name, patronymic; e-mail address, phone number. With each informational mailing the Subject is given the opportunity to opt out of receiving such messages;
- c. execution of the terms of the agreement with the Subjects of the Site with the involvement of third parties.

6.7 Transmission and dissemination of personal data is prohibited for persons other than the data subject (third parties).

6.8 The Operator destroys personal data in the following cases:

- a. when the data subject deletes their personal data in the relevant section of the personal account;
- b. when the data subject withdraws his or her consent to the processing of the personal data;
- c. when the data subject requests the destruction of personal data;
- d. when the consent to the processing of personal data expires;
- e. upon expiry of the storage period of the personal data in accordance with the agreements between the Operator and the data Subject.

6.9 The responsible person of the Operator shall destroy the information containing the Subject's personal data within 10 days of the Subject's request, the expiration of the storage period, the validity period, the achievement of the purpose of personal data processing or when it is no longer necessary to achieve it.

6.10 Destruction of information containing the Subject's personal data may be performed in one of the following ways:

- a. destruction of the media on which the information containing the Subject's personal data is located;

- b. full formatting of the information that includes the personal data;
- c. use of special auxiliary program (utility), which is part of the Operator's software, for complete formatting of information with the Subject's personal data.

These methods guarantee irretrievable deletion and destruction of the Subject's personal data, ensuring their proper protection.

6.11 The operator shall take the following measures to protect personal data: appointment of a responsible person responsible for personal data processing; application of organizational and technical measures to ensure security of personal data during their processing in information systems; control and prevention of unauthorized access to personal data, and taking measures to prevent similar incidents in the future; control over the measures taken to ensure personal data security and the level of protection of information systems used for the storage and processing of personal data.

7. Limitation of liability

7.1 The Operator shall not be liable for possible misuse of personal data and damage to the Subject in the following cases:

- a. in case of technical failures in the software, technical means and networks beyond the control of the Operator;
- b. in connection with intentional or unintentional use of the Site by third parties not for their intended purpose;
- c. in case of failure to ensure confidentiality of access passwords or intentional transfer of access passwords and other information from the Site by the Subject himself while receiving the Operator's services or while using the Site by other persons who do not have access to this information;
- d. in case of illegal actions of third parties, who got access to the data of the Site, including personal data.

7.2 The Operator is not responsible for the actions of third parties with whom the Subject communicates or shares his personal data via the Site. Therefore, the Subject shall be careful and aware of the risks associated with the transfer of his personal data to third parties while using the Site.

7.3 The Operator does not check the existence of a special regime for processing of Subjects' personal data. However, if the Subject is a citizen of the European Union or a citizen of other states temporarily or permanently residing in the territory of EU countries and accesses the Site from European countries, the Operator shall take all reasonable measures to comply with the requirements of legislation on protection of personal data. In this case the Subject is obliged to notify the Operator about the special mode of protection of his personal data by contacting the specified email address of the Operator: feedback@affskill.com.

8. Rights of the Subjects of personal data

8.1. The Subject of personal data has the following rights:

- a. At their discretion, provide personal data to the Operator for processing in accordance with the terms specified in the Policy.
- b. Independently make changes and corrections to his personal data in the relevant section of his personal account, provided that such changes and corrections contain relevant and accurate information.
- c. Delete personal data by editing the relevant section in your personal account.
- d. To address the Operator with demands, including clarification of personal data, blocking or destruction of personal data, if it is incomplete, outdated, unreliable, illegally obtained or not necessary for the stated purpose of processing. The request shall be made in the manner provided in the Policy.
- e. To receive information from the Operator on the basis of a request concerning the processing of his personal data.

f. In case of processing of personal data subject to the GDPR, the Subject shall have the right to request the Operator to upload his/her personal data in order to transfer it to the information systems of other data controllers, in accordance with the GDPR.

8.2. The Subject has the right to send the Operator his requests and demands (request) related to the use of his personal data, as well as withdrawal of consent to the processing of personal data. The request can be sent in the following ways: in writing to the address of the Operator, in the form of an electronic document (a scan or a photocopy of the document).

The document must be sent from the email address of the Subject of personal data, specified by him during registration on the Site or in the contract, as the authorized email address, to the email address of the Operator: feedback@affskill.com.

8.3 The request must include the following information: name and surname of the Subject; Information confirming the participation of the Subject in the relationship with the Operator (in particular, the login and password of the Subject on the Platform); the essence of the request; signature of the Subject or his legal representative.

8.4 The Operator reviews the Subject's Request in the following order: The Request is registered; all mandatory details of the Request are checked; the legitimacy of the Request is verified; a response is provided.

8.5 Depending on the essence of the Request, the response contains: information on processed personal data requested by the Subject; reasoned refusal to provide the requested information on processed personal data; notification of actions performed with personal data of the Subject on his Request.

8.6 The answer to the Request shall be sent within 10 (ten) days from the date of receipt by the Operator of the Request in the form which corresponds to the form of the Subject's Request, unless it specifies another way of answering the Request.

9. Amendments to the Policy

9.1 The Operator maintains the right to make changes to the Policy. The Subject shall read the text of the Policy each time he/she uses the Website.

9.2 The new version of the Policy comes into force from the moment of its posting in the relevant section of the Operator's Site. Further use of the Site or its services after the publication of the new version of the Policy implies the Subject's acceptance of the Policy and its terms. In case of his/her disagreement with the terms of the Policy, the Subject immediately stops using the Site and its services.

10. Information about the Operator and the person in charge of processing personal data:

Individual entrepreneur: Solovyov Alexander Yurievich

Place of residence: Järvenpää street, 5b, apt./off. 57, Leningrad region, Volkhovsky district, Volkhov

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Solovyov Alexander Yurievich/_____

Person in charge of processing personal data:

Solovyov Alexander Yurievich / _____