

## **JSC "Profotech" Confidentiality Policy**

Effective date: [18.12.2017]

We, JSC "Profotech" and our interdependent entities, understand how important confidentiality is for our clients, and we try to ensure maximum transparency when collecting, using, disclosing, transferring and storing your information. Privacy policy applies to our services or website, which refer to the Privacy Policy (hereinafter referred to collectively as our services).

This Privacy Policy applies to JSC "Profotech" website, as well as the internal services of the company that process personal data (PD). Please note that with every use of our services or information resources, you consent to our methods described in the Privacy Policy. If you do not agree with the methods described in the Privacy Policy, do not use our services or information resources.

In addition, if you use our services after the Privacy Policy update, you will thereby agree with the new methods specified in the update. The current version of the Privacy Policy will always be available at the following address: [<http://en.profotech.ru/privacy/>]. To find out when the Privacy Policy was last updated, look at the effective date, given at the beginning.

### **What information about you do we collect?**

*Information provided by you directly. Examples:*

- For example, you can provide certain information about yourself, such as name and email address, when applying or requesting using the feedback form on the company's website.
- If you order our product or paid service, we can request your name, contact information, shipping address for processing.
- In addition, JSC "Profotech" can request your data in order to provide quality service

*Information from third-party sources*

We can receive information about you from public and sources, available for payment (in accordance with the law), which we can combine with other information received from you or about you. We can also receive information about you from third-party social network services when you connect to these services.

### **How do we use the information about you?**

We can use the collected information for the following purposes:

- to register you or your company for the service;
- to provide the service or function, requested by you;
- to provide individually selected content and recommendations based on your previous activities related to our services;
- to evaluate and analyze our market, customers, products and services (including requesting your opinion on our products and services and for conducting customer surveys);

- to understand the ways in which our services can be used for the improvement of their quality, as well as for the development of new products and services;
- to perform maintenance of your device;
- in other ways with your consent.

### **Who do we disclose your information to?**

We will not disclose your information to third parties and organizations for their own independent marketing or business purposes without your consent. However, we can disclose your information to the following entities and organizations:

- **Subsidiaries**. Your information can be shared with JSC "Profotech" subsidiaries.
- **Business partners**. We can also transfer your information to our trusted business partners. These organizations can use your information to provide the services you requested (for example, providing you with information, advertising and other materials).
- **Service suppliers**. We can also share your information with companies that provide services order by us or on our behalf, for example, companies that send e-mails or deliver goods on our behalf.
- **To other entities and organizations as requested by law or to protect our services**. There are situations when we will transfer your information to other entities and organizations:
  - to enforce law or respond to a binding legal process (for example, upon receipt of a search warrant or other judicial order);
  - to verify or ensure compliance with policies that apply to our services;
  - to protect the rights, property or safety of JSC "Profotech", its subsidiaries, business partners or customers.
- **Other entities and organizations in relation to our corporate transactions**. We can transfer your information to a third-party organization as part of a business merger or transfer or in the event of bankruptcy.
- **Other entities and organizations based on your consent or order**. In addition to the disclosure methods described in this Privacy Policy, we may transfer information about you to third parties and organizations with your consent or upon your request.

### **What do we do to protect your information?**

We use a number of justified measures of physical and technical protection of information collected when providing services. However, please note: despite the fact that we take reasonable measures to protect your information, no websites, Internet data transfer, computer systems or wireless connections are fully protected.

### **Data Storage**

We strive to store information about you no longer than it is required to fulfill the purposes, for which it has been collected, or in compliance with any treaty or applicable laws.

## **References and products of third parties and organizations in our services**

Our information resources can refer to third-party websites and services that we do not control. We are not responsible for the security or confidentiality of any information collected on websites or other services. Be careful and study the privacy statements that apply to third-party websites and services that you use.

## **Additional Information**

If you have any questions, please contact us at:

Room 1, Area 1, Level 2, 42/5, Volgogradsky prospect, Moscow, Russia, 109316

E-mail and feedback form: via "Contacts" section on the web-site:

<http://en.profotech.ru/contacts/>