



# Policy on personal data processing

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## 1. General Provisions

This personal data processing policy is drawn up in accordance with the law and determines the procedure for processing personal data and measures to ensure the security of personal data of AK-HINER DOMINIK (hereinafter referred to as the Contractor).

The Contractor sets as its most important goal and condition for the implementation of its activities the observance of human and civil rights and freedoms in the processing of their personal data, including the protection of the rights to privacy, personal and family secrets.

This policy of the Contractor regarding the processing of personal data (hereinafter referred to as the Policy) applies to all information that the Contractor can obtain about visitors to the website.

## 2. Basic terms used in the Policy

Automated processing of personal data means the processing of personal data by means of computer technology. Blocking of personal data is a temporary suspension of the processing of personal data (except for cases where the processing is necessary to clarify personal data). Website is a set of graphic and informational materials, as well as computer programs and databases that ensure their availability on the Internet at a network address. Personal data information system is a set of personal data contained in databases, and information technologies and technical means that ensure their processing. Depersonalization of personal data is an action as a result of which it is impossible to determine, without the use of additional information, the ownership of personal data by a specific User or other subject of personal data. Processing of personal data is any action (operation) or set of actions (operations) performed with the use of personal data.

Contractor is a state body, municipal body, legal entity or individual who, independently or jointly with other persons, organizes and/or carries out the processing of personal data, as well as determines the purposes of personal data processing, the composition of personal data to be processed, actions (operations) performed with personal data.

Personal data – any information relating directly or indirectly to a specific or identifiable User of the website. Customer – any visitor who has accepted the license agreement of the website.

Dissemination of personal data – any actions aimed at disclosure of personal data to an indefinite number of persons (transfer of personal data) or familiarization with personal data of an unlimited number of persons, including publication of personal data in the media, placement in information and telecommunication networks or otherwise providing access to personal data.

Cross-border transfer of personal data is the transfer of personal data to the territory of a foreign state to the authority of a foreign state, a foreign individual or a foreign legal entity.

Destruction of personal data – any actions as a result of which personal data are irretrievably destroyed with the impossibility of further restoration of the content of personal data in the personal data information system and/or as a result of which material media of personal data are destroyed.

### **3. The Contractor may process the following personal data of the Customer**

- Surname, first name, patronymic;
- Email address;
- Phone Numbers;
- Year, month, date and place of birth;
- Documents.

Further in the text of the Policy, the above data is combined with the general concept of Personal Data.

### **4. Purposes of personal data processing**

The purpose of processing the Customer's personal data is to inform the User by sending e-mails, providing the User with access to services, information and/or materials contained on the website. The Contractor also has the right to send notifications to the User about new products and services, special offers and various events. The User can always refuse to receive information messages by sending a letter to the Contractor's e-mail address marked "Refusal of notifications about new products and services and special offers". Anonymized data of Users, collected with the help of Internet statistics services, serve to collect information about the actions of Users on the site, improve the quality of the site and its content.

### **5. Legal Basis for Processing Personal Data**

The Contractor processes the Customer's personal data only if they are filled out and/or sent by the User independently through special forms located on the website. By filling out the relevant forms and/or sending his/her personal data to the Contractor, the User agrees with this Policy. The Contractor processes anonymized data about the Customer if it is allowed in the settings of the User's browser (the storage of cookies and the use of JavaScript technology are enabled).

### **6. Procedure for Collection, Storage, Transfer and Other Types of Processing of Personal Data**

The security of personal data processed by the Contractor is ensured through the implementation of legal, organizational and technical measures necessary to fully comply with the requirements of the current legislation in the field of personal data protection. The Contractor ensures the safety of personal data and takes all possible measures to exclude access to personal data by unauthorized persons. In case of inaccuracies in personal data, the User can update them independently by sending a notification to the Contractor's e-mail address marked "Updating personal data".

The period of processing of personal data is unlimited. The Customer may withdraw his/her consent to the processing of personal data at any time by sending a notification to the Contractor by e-mail to the Contractor's e-mail address marked "Withdrawal of consent to the processing of personal data".

## **7. Cross-Border Transfer of Personal Data**

Prior to the cross-border transfer of personal data, the Contractor is obliged to make sure that the foreign state, to the territory of which it is planned to transfer personal data, provides reliable protection of the rights of personal data subjects. Cross-border transfer of personal data on the territory of foreign states that do not meet the above requirements may be carried out only if there is a written consent of the personal data subject to the cross-border transfer of his personal data and/or the execution of a contract to which the personal data subject is a party.

## **8. Final Provisions**

The Customer can receive any clarifications on issues of interest regarding the processing of his personal data by contacting the Contractor by e-mail. This document will reflect any changes to the Contractor's personal data processing policy. The policy is valid indefinitely until it is replaced by a new version.