

## Personal Data Processing Policy

### 1. General Provisions

This Personal Data Processing Policy has been drafted in accordance with the requirements of the Federal Law "On Personal Data" No.152-FZ of July 27, 2006, and sets out a procedure for processing personal data and measures to ensure the privacy and security of personal data of Mr. Ivan Sergeyevich Mikhailov (hereinafter referred to as the "Operator").

1. The Operator has determined that its most important goal and a condition for its activities will be to ensure the rights and freedoms of a person and a citizen in the processing of their personal data, including the rights to privacy, personal and family life.
2. This Operator's Personal Data Processing Policy (hereinafter, the "Policy") applies to all and any information that the Operator might receive about visitors of the website fe-peatcompany.com.

### 2. Key Terms and Definitions

1. "Automated Processing of Personal Data" means processing personal data by means of computer equipment;
2. "Blocking of Personal Data" means temporary suspension of the processing of personal data (unless processing is required in order to update personal data);
3. "Website" means a set of graphic and information materials as well as computer programs and databases that ensure their availability online at fe-peatcompany.com;
4. "Personal Data Information System" means a set of personal data contained in databases, including information technologies and technical means used for their processing;
5. "Depersonalization of Personal Data" means actions that make it impossible to determine, without additional information, to which User or other owner the personal data belongs to;
6. "Processing of Personal Data" means any action (operation) or a set of actions (operations) performed to the personal data, with or without the use of automation tools, including collection, recording, systematization, accumulation, storage, review (update, change), extraction, use, transfer (distribution, provision, access), depersonalization, blocking, deletion, and destruction of personal data;
7. "Operator" means a state body, a municipal body, a legal or a natural person who, independently or jointly with other persons, organizes and (or) performs the processing of personal data and who determines the purpose of data processing, the composition of personal data to be processed, and actions (operations) with respect to the personal data;
8. "Personal Data" means any information relating, directly or indirectly, to a specific or identifiable User of the website fe-peatcompany.com;

9. "User" means any visitor of the website fe-peatcompany.com;
10. "Provision of Personal Data" means actions aimed at disclosing personal data to a specific person or a specific group of persons;
11. "Disclosure of Personal Data" means any actions aimed at disclosing personal data to an indefinite group of persons (transfer of personal data) or rendering personal data available to an unlimited number of persons, including disclosure of personal data in the public media, placement in information and telecommunication networks or providing access to personal data in any other way;
12. "Cross-Border Transfer of Personal Data" means transfer of personal data to any authority of a foreign state, a foreign natural or a legal entity in the territory of a foreign state;
13. "Destruction of Personal Data" means any actions as a result of which personal data are destroyed irrevocably and their content may not be restored in the Personal Data Information System, including destruction of physical media which were used to store such personal data.

### 3. The Operator may process the following personal data of the User

1. Full name;
2. Phone number;
3. Email address;
4. The Website also collects and processes anonymous data about its visitors (including cookies) using online statistics services (Yandex Metrika, Google Analytics, etc.).
5. The above data is further jointly referred to as Personal Data in this Policy.

### 4. The Purpose of Processing Personal Data

1. Personal data of the User are processed in order to: enable the conclusion, execution and termination of civil contracts; provide the User with access to services, information and/or materials contained on the Website fe-peatcompany.com; and process details of the order.
2. The Operator may send notifications to the User about new products and services, special offers or events. The User may at any time refuse to receive emails by sending an email to biotexdb@mail.ru with the note "Unsubscribe from notifications about new products and services and special offers".
3. Depersonalized User data are collected using online statistics services to learn about the Users' actions on the Website and improve the quality of the Website and its content.

### 5. Legal Grounds for the Processing of Personal Data

1. The Operator processes the User's Personal Data only if it was completed and/or sent by the User independently, through special forms available on the Website [fe-peatcompany.com](http://fe-peatcompany.com). By filling out the forms and/or sending one's Personal Data to the Operator, the User agrees with this Policy.
2. The Operator processes depersonalized data about the User if it is allowed in the settings of the User's browser (cookies and JavaScript are enabled).

#### 6. Collection, Storage, Transmission and Other Processing of Personal Data

The privacy and security of Personal Data that are processed by the Operator are ensured by implementing the legal, organizational and technical measures in line with the legal requirements for personal data protection.

1. The Operator ensures the safety of Personal Data and takes any possible measures to prevent unauthorized access to Personal Data.
2. The Personal Data of the User will never and under no circumstances be passed on to third parties, except when required by law.
3. In the event of any inaccuracies in Personal Data, the User may update them by sending a notification to the Operator at [biotexdb@mail.ru](mailto:biotexdb@mail.ru) with the note "Update of personal data".
4. The term for Processing Personal Data is unlimited. The User may at any time withdraw their consent to the Processing of their Personal Data by sending a notification to the Operator at [biotexdb@mail.ru](mailto:biotexdb@mail.ru) with the note "Withdrawal of consent to the processing of personal data".

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

1. Prior to any Cross-Border Transfer of Personal Data, the Operator must ensure that the foreign state receiving the data has ensured reliable protection of the rights of data owners.
2. A Cross-Border Transfer of Personal Data to foreign states that do not meet the above requirement may only be carried out if the data owner has agreed in writing to such cross-border transfer of their personal data and/or if such transfer is stipulated under a contract executed with the data owner.

#### 8. Final Provisions

1. The User may receive any clarifications on issues of interest relating to the processing of their personal data by contacting the Operator via email [biotexdb@mail.ru](mailto:biotexdb@mail.ru).
2. This document will include all changes in the Personal Data Processing Policy made by the Operator. The Policy is valid indefinitely until replaced with a new version.
3. The up-to-date Policy is available online at: [fe-peatcompany.com/Personal-Data-Processing-Policy.pdf/](http://fe-peatcompany.com/Personal-Data-Processing-Policy.pdf/)