

Appendix No. 1
to the Order of the General Director of
The Vladimir Potanin Foundation
dated July 3, 2017, No. 85/2

**REGULATIONS
ON PERSONAL DATA PROCESSING
The Vladimir Potanin Foundation**

Moscow, 2017

1. GENERAL PROVISIONS

1.1. These Regulations on personal data processing (the "Regulations") in the Vladimir Potanin Foundation (the "Foundation") have been developed pursuant to the Russian Federation Constitution, Federal Law No. 160-FZ dated December 19, 2005 "On the Ratification of the Council of Europe Convention for the Protection of Individuals with Regard to Automatic Processing of Personal Data," Labor Code of the Russian Federation, Federal Law No. 152-FZ dated July 27, 2006 "On Personal Data," Federal Law No. 149-FZ dated July 27, 2006 "On Information, Information Technologies, and Information Protection," and other legal regulations in effect in the Russian Federation.

1.2. These Regulations outline the procedure for personal data processing and the measures to ensure the security of the personal data of Foundation employees, visitors of the Foundation website, applicants, participants of Foundation contests, experts, grantees, charity recipients, counterparties, volunteers, and other individuals interacting with the Foundation, in order to protect the rights and freedoms of individuals and citizens at processing of their personal data, including the protection of their right to privacy, personal or family secrets.

1.3. The Regulations use the main concepts below:

1.3.1. *Information system of personal data* means the totality of personal data contained in the data bases, as well as the information technologies and technical means providing the processing thereof;

1.3.2. *Personal data processing* means any action (transaction) or the totality of actions (transactions) performed with personal data with or without the use of automation means, including the collection, recording, systematization, accumulation, storage, specification (updating, changing), retrieval, use, transmission (dissemination, provision, access), depersonalization, blocking, deletion, and destruction of personal data.

1.3.3. *Personal data* means any information directly or indirectly relating to a certain or identifiable individual (personal data subject);

1.3.4. *Personal data provision* means actions aimed at personal data disclosure to a certain person or a certain range of persons;

1.3.5. *Personal data dissemination* means actions aimed at personal data disclosure to an indefinite range of persons;

1.3.6. *Cross-border communication of personal data* means the communication of personal data to the territory of a foreign state to an authority of the foreign state, individual or legal entity of the foreign state;

1.3.7. *Personal data destruction* means actions resulting in the impossibility of restoring the content of personal data in an information system of personal data and/or the destruction of the tangible media of personal data.

1.4. These Regulations shall be published on the official website of the Foundation.

2. PRINCIPLES AND TERMS OF PERSONAL DATA PROCESSING

2.1. The Foundation shall process personal data according to the principles below:

2.1.1. Legality and equitable basis;

2.1.2. Restriction of personal data processing with the achievement of particular predetermined legal goals;

2.1.3. Avoidance of personal data processing incompatible with the goals of personal data collection;

2.1.4. Avoidance of unification of data bases containing personal data which is processed for goals incompatible with each other;

2.1.5. Processing of only that personal data which meets the goals of processing thereof;

2.1.6. Conformity of the content and volume of personal data processed with the processing goals stated;

2.1.7. Inadmissibility of personal data processing in excess of the stated goals of the processing of such data;

2.1.8. Provision of personal data accuracy, sufficiency, and, in certain cases, relevance with respect to the personal data processing goals;

2.1.9. Personal data storage in a form allowing identification of a personal data subject for no longer than is required for personal data processing goals unless the storage period is stipulated by federal law or agreement;

2.1.10. Destruction or depersonalization of personal data upon the achievement of the processing goals or in the event of no further need to achieve them unless otherwise envisaged by federal law.

2.2. The Foundation may process personal data as specified below:

2.2.1. Personal data is processed with the consent of the personal data subject to the processing of his/her personal data;

2.2.2. Personal data processing is required for the achievement of goals envisaged by an international treaty of the Russian Federation or the law, for the implementation and performance of functions, powers, and duties imposed on the Foundation by the Russian Federation Law;

2.2.3. Personal data processing is undertaken due to the involvement of an individual in constitutional, civil, administrative, criminal, or arbitral proceedings;

2.2.4. Personal data processing is required for the performance of a judicial ruling, regulation of any other authority or officer, subject to performance pursuant to the Russian Law on enforcement proceedings;

2.2.5. Personal data processing is required for the performance of an agreement with a personal data subject, being a party thereto or a beneficiary thereof, or a surety thereunder, and for entry into of an agreement at the initiative of the personal data subject or an agreement, under which the personal data subject would be a beneficiary or surety;

2.2.6. Personal data processing is required for protecting the life, health or other essential interests of a personal data subject, where it is impossible to obtain his/her consent;

2.2.7. Personal data processing is required for exercising the rights and legitimate interests of the operator or third parties, or for the achievement of publicly important goals, provided that no rights or freedoms of the personal data subject are violated in that event;

2.2.8. Personal data processing is undertaken for statistical or other research purposes, provided that the personal data is necessarily depersonalized;

2.2.9. Processing of personal data made accessible by a personal data subject or at his/her request for an indefinite range of persons;

2.2.10. Processing of personal data to be published or necessarily disclosed pursuant to federal law.

2.3. The Foundation shall determine the scope, content of employees' or other individuals' personal data, subject to the Russian Federation Constitution, Russian Federation Labor Code, or other federal laws.

2.4. The Foundation shall only process personal data of employees or other individuals for the purposes and within the scope required for the establishment and implementation of legal relations between the Foundation and a personal data subject pursuant to the applicable law.

2.5. Where the personal data subject's personal data processing by the Foundation requires the consent of the former, such consent shall be specific, informative, and conscious. The personal data subject may consent to personal data processing by the Foundation in any form which allows evidencing the fact of the receipt of such consent.

2.4. In certain cases envisaged by federal law, the Foundation shall only process personal data where written consent is available, which shall specify:

2.4.1. the last name, first name, patronymic, address of the personal data subject, principal identification document number, details of its issuance, and the issuing authority;

2.4.2. the last name, first name, patronymic, address of the personal data subject's representative, his/her principal identification document number, details of its issuance and the issuing authority, details of a power of attorney or any other document evidencing the powers of that representative (when obtaining consent from the representative of that personal data subject);

2.4.3. the company name or full name and address of the operator receiving the consent from the personal data subject;

2.4.4. the goal of personal data processing;

2.4.5. the list of personal data, to the processing of which the personal data subject has consented;

2.4.6. the company name or full name and address of the person processing the personal data on the instructions of the operator if the processing is instructed to such a person;

2.4.7. the list of actions with the personal data which are consented to, a general description of personal data processing methods used by the operator;

2.4.8. the period of validity of the personal data subject's consent and the procedure for the revocation thereof unless otherwise established by federal law;

2.4.9. the signature of the personal data subject.

2.5. All personal data shall be provided by the personal data subject. If the personal data of a subject can only be received from a third party, the Foundation shall be bound to notify the personal data subject in advance and to obtain his/her written consent, except as envisaged by the applicable law, where no availability of the written consent of the personal data subject is required.

2.5. The Foundation may not obtain and process any personal data of a subject (employee or other individual) regarding his/her political, religious, or any other views or private life without his/her consent.

2.6. The Foundation may not obtain and process biometrical personal data of subjects (featuring physiological and biological particularities of an individual on the basis whereof his/her identity may be established), including photos and videos, without his/her written consent, except as envisaged by the law.

2.7. The Foundation may not obtain and process personal data of an employee regarding his/her membership in civic associations or his/her trade union activities, except as envisaged by federal law.

3. COMMUNICATION, CROSS-BORDER COMMUNICATION, AND CONFIDENTIALITY OF PERSONAL DATA

3.1. When communicating personal data of subjects (employees or other individuals), the Foundation staff shall comply with the following requirements:

3.1.1. not to disclose any personal data of a subject to any third party without the written consent of that subject, except when it is required with a view to prevent a threat to the life and health of the subject, and in events envisaged by the Russian Federation Labor Code or other federal laws;

3.1.2. not to disclose any personal data of a subject for business purposes without his/her written consent;

3.1.3. to warn persons receiving personal data of a subject that this data may only be used for the purpose it was communicated for, and to request from these persons confirmation of compliance with this rule. The persons who receive the personal data of a subject shall be obliged to keep it confidential;

3.1.4. not to request information of the health condition of an employee, except for data which relates to the ability of the employee to perform his/her employment functions;

3.1.5. to communicate the personal data of an employee to representatives of employees, as provided for in the Russian Federation Labor Code, and to restrict that information to that personal data of the employee which is required for the performance of functions by those representatives.

3.2. Every confidentiality measure at the collection, processing, or storage of personal data shall extend to hard copies and electronic (automated) media of information.

3.3. Cross-border communication of personal data under charity programs implemented by the Foundation shall only be made to those foreign states which ensure the adequate protection of the rights of personal data subjects to the extent required by the nature of the charitable activities of the Foundation. The Foundation may undertake cross-border communication of personal data to foreign states which do not ensure the adequate protection of rights of personal data subjects only if the personal data subject consents in writing to the cross-border communication of his/her personal data, or an agreement is performed whereto such a personal data subject is a party.

4. STORAGE AND PROVISION OF PERSONAL DATA SECURITY

4.1. The personal data of employees or other individuals shall be stored both in paper and electronic form.

4.2. The security of personal data to be processed by the Foundation shall be provided through the implementation of legal, organizational, and technical measures required for compliance with the federal laws pertaining to personal data protection.

4.3. In order to prevent unauthorized access to personal data, the Foundation shall take the organizational and technical measures below:

4.3.1. the appointment of officers responsible for the organization of personal data processing and its protection;

4.3.2. restriction of the range of persons who have access to personal data;

4.3.3. familiarization of subjects with the requirements of federal laws and local regulations of the Foundation on personal data processing and protection;

4.3.4. the organization of accounting, storage, and handling of information media;

4.3.5. identification of threats to personal data security at the processing thereof, the creation of threat models on the basis thereof;

4.3.6. the development of a personal data protection system on the basis of the threat model;

4.3.7. check of the readiness and efficiency of using information protection means;

4.3.8. control of user access to information resources, software and hardware means for information processing;

4.3.9. registration and accounting of personal data information system user activity;

4.3.10. the use of antivirus means and tools for personal data system recovery;

4.3.11. the application, when needed, of means for firewalling, intrusion detection, security analysis, and cryptographic protection tools;

4.3.12. the organization of pass control at the Foundation site, protection of the premises using technical means for personal data processing.

4.4. Registered information media shall be used for personal data communication (removable hard disks, flash drives, etc.).

4.5. Foundation employees shall be prohibited from inputting personal data to information systems and processing personal data in the presence of persons not admitted to the processing thereof. PC displays shall be turned in a way to preclude the possibility of viewing personal data shown on the screen by persons not admitted to personal data processing. Work stations where personal data is processed shall be located in separate premises with restricted access.

5. RIGHTS AND DUTIES OF PERSONAL DATA SUBJECTS

5.1. Personal data subjects shall be entitled to receive from the Foundation information relating to the processing of their personal data if such entitlement is not restricted pursuant to federal laws. Personal data subjects shall be entitled to demand from the Foundation to specify their personal data, to block or destroy it if the personal data is incomplete, obsolete, inaccurate, or illegally obtained, or is not required for the stated purpose of processing, and to take steps for

protecting their rights, as envisaged by the law.

5.2. In order for the Foundation to comply with laws or other legal regulations, personal data subjects shall be bound:

5.2.1. not to provide the Foundation with forged documents or knowingly false information about themselves;

5.2.2. to inform in a timely manner regarding the emergence of / change in information of facts which condition their right to receive guaranties, compensations, and/or benefits.

5.3. Where personal data subjects believe that the Foundation is processing their personal data in violation of the Federal Law No. 152-FZ dated July 27, 2006 "On Personal Data" or otherwise violating their rights and freedoms, the personal data subjects may appeal against the actions or omission of the Foundation to the Authorized body for the protection of the rights of personal data subjects or by judicial process.

5.4. Personal data subjects are entitled to the protection of their rights and legal interests, including indemnification against losses and/or compensation for moral injury by judicial process.

6. FINAL PROVISIONS

6.1. The other rights and duties of the Foundation as a personal data operator shall be determined by the Russian Federation Law pertaining to personal data.

6.3. Foundation officers violating the provisions governing the obtaining, processing, and protection of personal data shall incur disciplinary, administrative, civil law, or criminal liability.