

PERSONAL DATA PROCESSING POLICY

1. General Provisions

1.1. These Regulations on personal data processing (hereinafter – Regulations) of the non-commercial charitable organization “The Vladimir Potanin Foundation” were developed in accordance with the Constitution of the Russian Federation and the Federal Law of 19 December 2005 No. 160-FZ “ On Ratification of the Council of Europe Convention on Automated Processing of Physical Entities’ Personal Data”, the Labor Code of the Russian Federation, the Federal Law of 27 July 2006 No. 152-FZ “On Personal Data”, the Federal Law of 27 July 2006 No. 149-FZ “On Information, Informational Technologies and the Protection of Information” and other statutory acts of the Russian Federation.

1.2. The Regulations determine data processing management and safety measures in order to protect the personal data of the Foundation’s staff, visitors, applicants, participants of competitions, experts, grantees, beneficiaries, contractors, volunteers and other physical entities interacting with the Foundation. These procedures are enacted to protect the human rights and freedoms in data processing, including protection of their right to personal and family privacy.

1.3. These Regulations use the following terms:

1.3.1. *personal data information system* – personal data stores that enable personal data processing through information technologies and tools;

1.3.2. *personal data processing* – any action (operation) or a set of actions (operations) where personal data is taken with the automation equipment or without this equipment including gathering, recording, cataloging, collecting, storing, updating, retrieving, using, sharing, blocking, depersonalization, deleting and destruction personal data.

1.3.3. *personal data* – any information related directly or indirectly to a physical entity (personal data subject);

1.3.4. *personal data provision* – actions aimed at disclosing personal data to a certain person or to the specific group of people;

1.3.5. *personal data sharing* – actions aimed at disclosing personal data to the general public;

1.3.6. *international personal data transfer* – transferring of personal data to a foreign state, a foreign government agency, foreign physical or legal entity;

1.3.7. *destruction of personal data* – actions which result in impossibility to restore personal data in personal data system and (or) destruction of physical media on which personal data are stored.

1.4. These Regulations are to be published on the Foundation’s official website.

2. PRINCIPLES AND TERMS OF PERSONAL DATA PROCESSING

2.1. The Foundation processes personal data in accordance with the following principles:

2.1.1. legitimacy and equal basis;

2.1.2. achievement of concrete, predetermined, and legal goals;

2.1.3. prevention of the type of personal data processing, which is unconsonant with the goals of personal data gathering;

- 2.1.4. prevention of integration of databases which includes personal data processing for unconsonant goals;
- 2.1.5. processing of only those personal data, that meet the goals of their processing;
- 2.1.6. compliance of personal data content and extent of processing with the stated goals of processing;
- 2.1.7. avoidance of personal data overprocessing in relation to the stated goals of their processing;
- 2.1.8. ensuring personal data accuracy, sufficiency and in some cases their relevancy in relation to the goals of personal data processing;
- 2.1.9. storing data in the form that enables identification of the personal data subject no longer than it is required by the goals of personal data processing, unless the period for storing personal data is otherwise established by the federal law or agreement.
- 2.1.10. destruction or depersonalization of data upon reaching the goals of processing or when there is no further need in reaching these goals, unless otherwise provided in the federal law.
- 2.2. The Foundation has the right to process personal data in the following cases:
 - 2.2.1. personal data are processed with the consent of the personal data subject to process their data;
 - 2.2.2. personal data processing is required to reach the goals specified by the international agreement of the Russian Federation or the law to perform functions and duties which are enforced to the Foundation by the legislation of the Russian Federation;
 - 2.2.3. personal data processing is performed due to participation of a person in a constitutional, civil, administrative, criminal procedure, or legal proceedings in arbitration courts;
 - 2.2.4. personal data processing is required to execute a judicial act, an act of an agency, or a public official assigned for execution in accordance with the legislation of the Russian Federation on execution proceedings;
 - 2.2.5. personal data processing is required to execute a contract upon which the personal data subject is a party, a beneficiary, or a guarantor; and to conclude an agreement upon which the personal data subject is an initiator of the agreement or an agreement upon which the personal data subject is a beneficiary or a guarantor;
 - 2.2.6. personal data processing is required to protect life, health, or other vital interests of the personal data subject unless obtaining the consent of the personal data subject is possible;
 - 2.2.7. personal data processing is required to execute rights and legal interests of an operator or third parties; or to achieve social goals provided that rights and freedoms of the personal data subject are not violated;
 - 2.2.8. personal data are processed for statistical or research purposes provided that personal data are depersonalized;
 - 2.2.9. when personal data are processed, the access to the data is provided by the personal data subject or upon their request;
 - 2.2.10. when personal data are processed, they are to be published or disclosed in accordance with the federal law.
- 2.3. The Foundation determines the extent and content of processed personal data of the Foundation's staff and physical entities in accordance with the Constitution of the Russian Federation, the Labor Code of the Russian Federation and other federal laws.
- 2.4. The Foundation processes personal data of staff and other physical entities only for the purposes and to the extent determined by establishing and implementing legal relationships between the Foundation and the personal data subject in accordance with the legislation in force.

2.5. In cases the Foundation needs consent of the personal data subject to process data, this consent should be concrete, informative, and conscious. Consent to personal data processing can be provided by the personal data subject to the Foundation in any form which allows to confirm the fact of its obtainance.

2.4. In some cases, provided by the federal law, the Foundation processes personal data only with the written consent which should include:

2.4.1. surname, name, patronymic name (if applicable), address of the personal data subject, ID number, the date of ID issuance and the agency which issued it;

2.4.2. surname, name, patronymic name (if applicable), address of the agent of the personal data subject, ID number, the date of ID issuance and the agency which issued it, reference details of a document confirming authority of the agent (upon receiving the consent from the agent of the personal data subject);

2.4.3. name or surname, name, patronymic name (if applicable), and address of the operator obtaining the consent of the personal data subject;

2.4.4. purpose of personal data processing;

2.4.5. list of personal data which are processed in accordance with the consent of the personal data subject;

2.4.6. name or surname, name, patronymic name (if applicable), and address of the person who processes personal data on behalf of the operator provided this person is entrusted to process the data;

2.4.7. list of actions with personal data in accordance with the consent of the personal data subject, description of methods for processing data used by an operator;

2.4.8. period during which the consent of the personal data subject is valid and the method of its withdrawal unless otherwise stipulated by the federal law;

2.4.9. signature of the personal data subject.

2.5. Personal data are provided by the subject of personal data. If personal data can only be obtained from a third party, the Foundation must inform the personal data subject in advance and obtain their written consent apart from the cases stipulated by the current legislation apply where the written consent is not required.

2.5. The Foundation has no right to obtain and process personal data of a subject (an employee or a physical entity) on their political, religious, and other beliefs, and private life without their written consent.

2.6. The Foundation has no right to obtain and process biometrical personal data of subjects (which characterize physical and biological features of a person, and which enable authorities to identify a person) including photo and video images without their written consent apart from the cases stipulated by the legislation.

2.7. The Foundation has no right to obtain and process data on the Foundation employees' membership in public associations or their trade union activities apart from the cases stipulated by the federal legislation.

3. DATA SHARING, INTERNATIONAL PERSONAL DATA TRANSFER AND PERSONAL DATA CONFIDENTIALITY

3.1. When transferring personal data, the Foundation staff has to comply with the following requirements:

3.1.1. do not share personal data with a third party without the written consent of the subject except cases when it is required to protect life and health of the subject or otherwise provided in the Labor Code of the Russian Federation or other federal laws;

3.1.2. do not share personal data for commercial purposes without the written consent of the subject;

- 3.1.3. inform persons obtaining personal data of a subject that the data can be used only for the purposes they were provided for and require a confirmation that these persons will follow these regulations. Persons obtaining the subject's personal data shall respect confidentiality;
 - 3.1.4. do not request medical information of an employee except for the information related to the possibility of performing job duties by an employee;
 - 3.1.5. transfer personal data of an employee to staff in accordance with the Labor Code of the Russian Federation and limit this information only to the data that are required to perform job duties by staff.
- 3.2. All confidentiality measures while gathering, processing, and storing personal data are applicable for physical and electronic (automated) data carriers.
- 3.3. Personal data within the Foundation charitable programs are transferred only to those foreign countries that guarantee adequate protection of personal data subjects' rights to the extent required by the Foundation charitable activities. International personal data transfer to countries that do not protect the rights of personal data subjects adequately is allowed by the Foundation only upon the written consent of the personal data subject to international personal data transfer or upon performance of a contract with the personal data subject as a party.

4. PERSONAL DATA STORING AND PROTECTION

- 4.1. Personal data of employees and other physical entities are stored on paper and in the electronic format.
- 4.2. Security of personal data processed by the Foundation is ensured by legal, organizational, and technical measures required to comply with the federal legislation on personal data protection.
- 4.3. To prevent unauthorized access to personal data, the Foundation takes the following organizational and technical steps:
 - 4.3.1. assigning officials responsible for personal data processing and protection;
 - 4.3.2. restricting the number of people who have access to personal data;
 - 4.3.3. familiarizing subjects with the federal legislation and the Foundation's local regulations on personal data processing and protection;
 - 4.3.4. organizing registration, storage, and circulation of data carriers;
 - 4.3.5. identifying threats to personal data security during their processing and developing threat models on their basis;
 - 4.3.6. developing the system of personal data protection based on the threat model;
 - 4.3.7. testing readiness and effectiveness of information protection tools;
 - 4.3.8. controlling the access of users to information resources and the software of information processing;
 - 4.3.9. registering and controlling actions of information systems and personal data users;
 - 4.3.10. using anti-virus systems and system restoration facilities of personal data protection;
 - 4.3.11. using firewalls, intrusion detection, security analysis and data cryptographic protection facilities;
 - 4.3.12. controlling access to the Foundation and guard premises with technical equipment of personal data processing.
- 4.4. data recording carriers and equipment are used for personal data transfer (portable hard drives, flash cards etc.)
- 4.5. The Foundation staff are not allowed to input personal data from dictation and process personal data in the presence of persons who do not have access to processing. PC monitor displays should be located in a way that prevents persons who do not have access to personal data processing from seeing the data on the screen. Workplaces where personal data are processed are located in separate premises with limited access.

5. RIGHTS AND RESPONSIBILITIES OF PERSONAL DATA SUBJECTS

5.1. Personal data subjects have the right to obtain information on personal data processing from the Foundation unless this right is limited in accordance with the federal laws. Personal data subjects have the right to request the Foundation to update, block, or destroy their personal data; if the personal data are incomplete, outdated, inaccurate, illegally obtained, or not necessary for the stated purpose of processing; and take actions provided by law to protect their rights.

5.2. To ensure the Foundation's compliance with laws and other regulations, personal data subjects shall:

5.2.1. not provide forged documents and deliberately false information;

5.2.2. duly report on emerging/changing information that makes them eligible to obtain guarantees, compensations, and benefits.

5.3. If personal data subjects consider that the Foundation processes their data with violations of the Federal Law of 27 June 2006 No. 152-FZ "On Personal Data" or other violations of their rights and freedoms, personal data subjects have the right to appeal against the Foundation's activity or inactivity to an authorized body for protection of their rights or in a judicial proceeding.

5.4. personal data subjects have the right to protect their rights and legal interests including request compensation of damage and (or) non-pecuniary compensation in a judicial proceeding.

6. CONCLUDING PROVISIONS

6.1. Other rights and responsibilities of the Foundation as the personal data operator are determined by the legislation of the Russian Federation on personal data.

6.3. Foundation's officials who violate the standards of obtainance, processing and protection of personal data are subject to disciplinary, civil, or criminal liability.