

Policy regarding the processing of personal data

Moscow

Limited Liability Company “Interdesign” (hereinafter referred to as the “Company”, “we”, “our”, “ours”), VAT 7703529136, processes and protects the personal data of users (hereinafter referred to as “users”, “you”) of the Services, and also contacts users using phone numbers and email addresses provided by the users.

The policy is intended to inform an unlimited number of people about the company’s actions to process and protect users’ personal data in order to achieve the stated purposes of processing personal data.

Actions related to the company’s processing of personal data are governed by the legislation of the Russian Federation.

By providing us with personal data, you consent to it being processed in accordance with this policy.

1. Terms

Personal data – any information relating to a directly or indirectly identified or identifiable individual (subject of personal data).

Processing of personal data is the implementation of actions or a set of actions in relation to personal data, including its collection, recording, systematization, accumulation, storage, clarification, updating and modification, extraction, use, provision, access, blocking, deletion and destruction – both with and without the use of automated data processing tools. Processing personal data includes, among other things:

- collection
- recording
- systematization
- accumulation
- storage
- clarification (updating, changing)
- extraction
- usage
- transmission (distribution, provision, access)
- depersonalization
- blocking
- deletion
- destruction

The Personal Data Operator (Operator) 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 determining the purposes of processing personal data, the composition of personal data to be processed, actions (operations) performed with personal data.

Services – computer programs “Presentation Designer” (“Fokus”), “Potokus”, “Nikolay Ironov”, “Mokapus”, “Naray.one”, “Zhurnalus” or the online store “Magazinus”, providing users with goods, works and/ or services. By filling out the fields relating to Services with personal data, the user agrees with the provisions of the company’s policy in the field of processing personal data.

The company is the operator in relation to personal data that we may receive in connection with your use of the company's services.

2. Providing personal data

We receive your personal data when you:

- register for the Service
- place an order using the Service
- use services
- write or call the company
- pay for services
- agree to mailings

We process only general categories of personal data. We do not process biometric personal data and special categories of personal data, including data collected from minors.

If you have reason to believe that special categories of personal data have been provided to us using the site, please let us know by writing to legal@artlebedev.com.

3. Purposes of processing personal data

Purposes of processing	Data that may be processed
Ordering goods and arranging delivery with information about the order	Last name, first name, middle name, phone number, email address, address, social security number, passport details
Gaining access to your personal account	
Obtaining data to provide services	
Ensuring stable operation and security, improving user experience, quality of services, services and marketing activities, developing new services and developing functionality on the site	
Fulfillment of duties provided for by law	
Providing responses to requests	Last name, first name, middle name, phone number, email address, address
Sending marketing messages	Last name, first name, middle name, phone number, email address
Communication regarding receiving feedback on satisfaction with the company's services	Last name, first name, patronymic, phone number, email address

When a representative contacts us, we process the data specified in their request for the purpose of responding to the request.

Processing your personal data is based on your consent to the processing of personal data.

4. Data Processing Period

The period for processing personal data is 5 (five) years from the date of the user's last activity in the Service, unless a longer period is provided for by law.

The processing of your personal data is terminated in the following cases:

- achievement of the purposes of processing or loss of the need to achieve them.
- upon expiration of the consent period or upon withdrawal of consent (unless there are other grounds for processing provided for by law).
- when unlawful processing is detected, if it is impossible to ensure lawfulness;
- upon liquidation of the Company.

Upon expiration of the established periods, we automatically delete the data from the information systems. If data is processed without the use of automatic processing tools (for example, paper requests), we destroy such material media.

5. Processing Data

The processing of personal data is carried out with the consent of the user or on the basis of the provisions of the current legislation.

To withdraw consent to the processing of personal data or to obtain information on personal data issues, contact legal@artlebedev.com. The withdrawal of consent to the processing of personal data comes into effect on the business day following the day it is sent by the user to the company.

6. Transferring Data to Third Parties

We may transfer your personal data to third parties who assist in providing you with services, including Art. Lebedev Studio LLC (VAT 7703206417) and persons who have entered into licensing agreements or commercial concession agreements with Art. Lebedev Studio LLC, as well as persons who are otherwise involved in providing you with certain services, as well as government agencies if we are required to provide them with your personal data in accordance with the law.

7. Cookies and Automatic Logging

Cookies are one of the technologies we use to automatically collect information and improve the quality of content. A cookie is a small text file that is stored on your device (computer, tablet, smartphone, etc.) and contains information about your online activity.

As with most other information resources of organizations, our web servers and security systems sometimes store some temporary technical data in their log files.

8. Data Security

The personal information we collect and store is considered confidential information. They are protected from loss, modification or unauthorized access in accordance with the legislation of the Russian Federation in the field of personal data. To achieve this, we use technical means and organizational measures. Organizational measures include limiting the circle of persons from among the company's employees who have access to personal data. Technical measures to protect information include a system

for excluding unauthorized, including accidental, access to personal data, and mandatory identification and authentication procedures for access to personal data.

We are constantly improving our data protection systems.

9. Policy Changes

We reserve the right to change our Policy at any time. Please review our Policy regularly for any updates.

10. Contacts

To resolve any issues related to the processing and protection of personal data, contact legal@artlebedev.com.