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Director of the Federal State Budgetary Institution  
Prioksko-Terrasny State Nature and Biosphere Reserve  
named after M.A. Zabolotsky

\_\_\_\_\_ E.M. Grigoriev

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## Privacy Policy

Of the Federal State Budgetary Institution Prioksko-Terrasny State Nature and Biosphere  
Reserve named after M.A. Zabolotsky

This Policy of Personal Data Privacy (hereinafter referred as Privacy Policy) is applied in respect of all information, which can be received by the Federal State Budgetary Institution Prioksko-Terrasny State Zapovednik, situated on Internet domains <http://www.pt-zapovednik.ru/> and <http://www.pt-zapovednik.org/>, about the User during his/her use of the web-site.

### 1. Definition of the Terms

1.1. In this Privacy Policy the following terms are used:

1.1.1. “The Administration of the Web-Site” – employees authorized to manage the web-site, which act on behalf of the Federal State Budgetary Institution Prioksko-Terrasny State Zapovednik, organize and/or process personal data and define the goals of personal data processing, the content of personal data to be processed, actions (procedures) taken to process personal data.

1.1.2. “Personal data” – any information about directly or indirectly defined/under definition natural person (subject of personal data).

1.1.3. “Personal data processing” – any action (procedure) or complex of actions (procedures) with personal data made with automatic means or without it, including collection, recording, systematization, accumulation, storage, detailing (update, change), extraction, usage, transfer (distribution, providing, access), anonymization, blocking, deleting, removal of personal data.

1.1.4. “Personal data privacy” – a mandatory requirement for the Operator or other people granted access to personal data to prevent its distribution without consent of the subject of personal data or presence of other legal ground.

1.1.5. “User of the web-site” – person, which has access to the Web-Site using Internet network and uses the Web-Site.

1.1.6. «Cookies» - small fragment of data, sent by the web-server and stored on the user’s computer, which is every time sent by web-client or web-browser to the web-server in its HTTP request during the attempt to open the page of the corresponding site.

1.1.7. “IP address” – unique address of a host in the computer network, constructed under IP protocol.

### 2. General Provisions

2.1. The use of the Web-Site by the User means he/she agrees with this Privacy Policy and processing conditions the User’s personal data.

2.2. In case of disagreement with the conditions of the Privacy Policy the User must stop using the Web-Site.

2.3. This Privacy Policy is applied only to web-sites сайтам <http://www.pt-zapovednik.ru/> and <http://www.pt-zapovednik.org/> The Web-Site does not control and is not responsible for the third party web-sites, to which the User can be transferred by the links available on the Web-Site.

2.4. The Administration of the Web-Site does not verify personal data given the User of the Web-Site.

### **3. Privacy Policy Subject**

3.1. This Privacy Policy states, that the Administration of the sites must not make public personal data and must provide privacy of personal data, given by the User upon the request of the Administration of the Web-Sites during registration on the Web-Site.

3.2. Personal data, processing of which is accepted in the framework of this Privacy Policy, given by the User by filling in the registration form on the Web-Sites <http://www.pt-zapovednik.ru/> and <http://www.pt-zapovednik.org/> in Contact Us section, include the following information:

3.2.1. name, surname and patronym of the User;

3.2.2. contact phone number of the User;

3.2.3. e-mail address of the User;

3.3. The Web-Site protects Data, which are automatically transmitted during viewing advertising blocks and visiting sites with statistical system script (pixel):

- IP address;
- Information from cookies;
- Information about the browser (or other software used to have access to the advertisement);
- Access time;
- Address of the page, which places the advertising block;
- Referrer (address of the previous visited page).

3.3.1. Disabling cookies may cause failure to access part of the web-site, which require authorization.

3.3.2. The Web-Site collects statistic data about IP addresses of its visitors. This information is used to find and solve technical issues, to control legitimacy of the financial operations.

3.4. Any other personal information, which is not stated above (purchase history, browsers or operating systems used etc.), is safely stored and is not distributed, except in cases specified in item 5.2 and 5.3 of this Privacy Policy.

### **4. Purposes of User's Personal Data Collection**

4.1. User's Personal data can be used by the Administration of the Web-Site to:

4.1.1. Grant access to the User to the personalized resources of the Web-Site.

4.1.2. Connect the User, including such means as notifications, requests on the Web-Site use and on provision of services, User's request handling.

4.1.3. Detect location of the User for security arrangements and fraud prevention.

4.1.4. Validate and confirm integrity of the personal data, given by the User.

4.1.5. Create shopping account, if the User granted his/her consent for the account to be created.

4.1.6. Provide the User with efficient client and technical support in case of issues, connected with the Web-Site use.

4.1.7. Provide the User with his/her consent with updates of the products, special offers, information about prices, news and other information on behalf of the Web-Site.

4.1.8. Lead advertising activity with the User's consent.

## **5. Methods and Terms of Personal Data Processing**

- 5.1. The processing of the User's personal data is made within an indefinite period using any legal method, including informational systems of personal data with use of automatization and without it.
- 5.2. The User agrees with the fact, that the Administration of the Web-Site has the right to give personal data to the third party, in particular, to delivery services, postal organizations, telecom carriers only to fulfill the order of the User, made on the Web-Sits of the Federal State Budgetary Institution Prioksko-Terrasny State Zapovednik.
- 5.3. The User's personal data can be given to the competent bodies of state authority of the Russian Federation only in case of presence of grounds and in accordance with the statutory procedure of the Russian Federation.
- 5.4. In case of loss or disclosure of personal data the Administration of the Web-Site will inform the User of the loss or disclosure of personal data.
- 5.5. The Administration of the Web-Site takes necessary organizational and technical measures to protect the User's personal data from illegal or accidental access, destruction, change, blocking, copying, distribution and other illegal actions of the third party.
- 5.6. The Administration of the Web-Site jointly with the User takes all necessary measures to prevent damage or other negative consequences of the loss or disclosure of the User's personal data.

## **6. Obligations of the Parties**

- 6.1. The User is obliged to:
  - 6.1.1. Give information about personal data, which is necessary to use the Web-Site.
  - 6.1.2. Update, extend the given information about personal data in case of changes in this information.
- 6.2. The Administration of the Web-Site is obliged to:
  - 6.2.1. Use the obtained information only for purposes stated in item 4 of this Privacy Policy.
  - 6.2.2. Ensure storage of the confidential information in secret, not to disclose it without prior written permission of the User and not to sell, exchange, publish or distribute the given personal data in any other way, except item 5.2 and 5.3 of this Privacy Policy.
  - 6.2.3. Take security measures to protect privacy of the User's personal data according to the procedure traditionally used to protect such type of information, which exists in modern business practice.
  - 6.2.4. Block personal data, related to the corresponding User, starting from the moment of request or address of the User or his/her legal representative or the authorized body of protection of rights of subjects of personal data for the control period, in case of detecting invalid personal data or illegal actions.

## **7. Responsibility of the Parties**

- 7.1. The Administration of the Web-Site, which did not carry out its obligations, is responsible for the damage caused to the User relating to illegal use of personal data, according to the legislation of the Russian Federation, except for the cases described in item 5.3, 5.3 and 7.2 of this Privacy Policy.
- 7.2. In case of loss or disclosure of private information, the Administration of the Web-Site is not held responsible, if this private information:
  - 7.2.1. Became public before its loss or disclosure;
  - 7.2.2. Had been received from the third party before it was given to the Administration of the Web-Site;

7.2.3. Was disclosed with consent of the User.

## **8. Dispute Resolution**

8.1. Before filing a claim in court about disputes, provoked by relations between the User of the Web-Site and the Administration of the Web-Site, it is obligatory to hold a demand (written offer to voluntary settle the dispute).

8.2. Within 30 consecutive days after the receiving of the demand the receiver of the demand must inform the other party in written form about the results of consideration of the demand.

8.3. If the dispute was not settled, the dispute will be referred to the court, in accordance with current legislation of the Russian Federation.

8.4. Current legislation of the Russian Federation is applied to this Privacy Policy and relations between the User and the Administration of the Web-Site.

## **9. Additional Conditions**

9.1. The Administration of the Web-Site has the right to make changes in this Privacy Policy without consent of the User.

9.2. The new Privacy Policy comes into action after being published on the Web-Site, unless otherwise stipulated in the new version of Privacy Policy.

9.3. All proposals and questions about this Privacy Policy are to be reported.

9.4. The current Privacy Policy is published on the page <http://pt-zapovednik.ru/dokumenty/>.