

**The Russian Association for earthquake engineering and protection from natural and manmade hazards (RAEE)** is hereinafter referred to as the Company.

1.2. This Policy for the processing of personal data (hereinafter-the Policy) is developed in accordance with the requirements of the Federal law №152-FZ «on personal data» of 27.07.2006

1.3. The Policy defines the goals, principles of processing and the requirements for the protection of personal data in the Company

1.4. This Policy applies to the Company, and to the following sites: 16wcsi.org, 13rncee.ru

Sites, applications and services not mentioned in the list above, but containing a link to this Policy, are considered to be governed by this Policy along with the sites that are present in the list.

1.5. Personal data are confidential and constitute a secret protected by law.

## 2. General principles and purposes of personal data processing

2.1. The Company in its activity on personal data processing is guided by the following principles:

2.1.1. The processing of personal data is legal and fair.

2.1.2. The purposes of personal data processing are consistent with the legal activities carried out by the Company.

2.1.3. The content and scope of the processed personal data are consistent with the purposes of the processing of personal data.

2.1.4. The accuracy of personal data, their relevance and sufficiency for processing purposes, the inadmissibility of processing excessive in relation to the purposes of collecting personal data.

2.1.5. Restriction of personal data processing in achieving specific and legitimate goals, prohibition of personal data processing incompatible with the purposes of personal data collection.

2.1.6. Prohibition of combining databases containing personal data, processing of which is carried out for the purposes incompatible with each other.

2.1.7. The storage of personal data in a form that allows to determine the subject of personal data, no longer than it is required by the purpose of processing personal data, if the period of storage of personal data is not established by applicable law.

2.1.8. The personal data processed shall be destroyed or depersonalized upon achievement of the processing purposes or in case of loss of the need to achieve these purposes, unless otherwise provided by applicable law.

2.2. Processing of personal data of employees of the Company is carried out in order to ensure compliance with the law, to ensure the rights of employees, including the right to remuneration for work, as well as to take into account the results of the performance of employees ' duties.

2.3. The processing of personal data of citizens who are the company's contractors under contracts, as well as officials of the company's counterparties-legal entities, is carried out in order to ensure the accounting of the results of interaction with the counterparty, maintain communication during such interaction, including the warranty period, create conditions for cooperation in the future.

2.4. The processing of personal data of citizens who are users of websites and electronic services of the Company is carried out in order to identify users and implement useful functions of these sites and services in accordance with their nature, as well as the preparation of Analytics of user actions on the website (electronic service) and the functioning of the website (electronic service), advertising and news/

### 3. Effect of this Policy

3.1. By accessing the Company's websites, applications and services, the user agrees to the rules of work with data, including personal data defined in this Policy.

3.2. The user may at any time update, correct or complement his / her information by means of the appropriate interface of the website, application within their functionality, or send a request to the Company at the address: 109456, Moscow, ab/box 29, RAEE, or by e-mail [raee@raee.su](mailto:raee@raee.su)

3.3. The user may request that the processing of his / her personal data by the Company be completely stopped. The specified requirement shall be sent to the address: 109456, Moscow, ab/box 29, RASS, or by e - mail [raee@raee.su](mailto:raee@raee.su)

3.4. Access to the Company's sites and services for children (persons under 18 years of age, except in cases of full legal capacity at an earlier age in accordance with the law) should be exclusively under the control of their parents or other legal

representatives. Parent (legal representative) must review this Policy, any other documents governing the operation of the sites and services of the Company, and make a decision about your child's access to the services and conditions of such access.

#### 4. List of measures to ensure the security of personal data during their processing

4.1. When processing personal data, the Company takes all necessary legal, organizational and technical measures to protect them from unauthorized or accidental access, destruction, modification, blocking, copying, provision, distribution, as well as other illegal actions against them. Ensuring the security of personal data is achieved, in particular, in the following ways:

4.1.1. Appointment of the person responsible for the organization of personal data processing.

4.1.2. Approval by the Company's head of local acts on personal data processing, as well as local acts establishing procedures aimed at preventing and identifying violations of the legislation of the Russian Federation, elimination of the consequences of such violations.

4.1.3. Implementation of internal control over compliance of personal data processing with the legislation and other regulatory requirements for personal data protection.

4.1.4. Familiarization of the Company's employees directly processing personal data with the requirements of the Russian Federation legislation on personal data, including the requirements for the protection of personal data, local acts in relation to the processing of personal data, and training of these employees.

4.1.5. The use of information security tools that have passed the established procedure of conformity assessment.

4.1.6. Registration of personal data storage media.

4.1.7. Identification of the facts of unauthorized access to personal data and taking measures.

4.1.8. Recovery of personal data modified or destroyed as a result of unauthorized access to them.

4.1.9. Establishing the rules of access to personal data processed in the information system of personal data, as well as ensuring the registration and accounting of all actions performed in the information system of personal data.

4.2. Employees guilty of violation of procedure for handling of personal data, shall bear disciplinary, or other liability.

5. Features of working with data when using websites and services of the Company

5.1. The Company's data policy assumes that no personal data is obtained by the Company for processing without the consent of the user of the website or electronic service. At the same time, the use of a number of services involves the voluntary communication of users of part of their Company data.

5.2. The Company's services may include modules that can be used to store and process personal data. Their use does not mean that the Company carries out their storage and processing. However, the services to be provided and the software used for their provision, have all necessary permits and conformity assessment for the purpose of handling of personal data.

5.3. The company does not transfer information about users to third parties, if it is not mentioned in this Policy, or is not required by law or other legal act binding on the Company.

5.4. The purposes of personal data processing within the framework of using the Company's websites and services are:

5.4.1. Concluding and execution of obligations arising from contracts with the counterparty, the official of which is the user.

5.4.2. Protecting user accounts

5.4.3. Technical support for users

5.4.4. Deal with the users complaints

5.4.5. Use of interactive communication tools that do not involve prior censorship (e.g. forums).

5.4.6. News and marketing information (the user has the option to opt out of this option via the user interface).

5.4.7. Analytics of user behavior on websites in order to improve its performance.

5.5. The data processed by the Company may include: last name, first name, patronymic (when specified), contact email address, date of birth, data on the user's behavior on the website or in the service, cookie, information about the location and IP-address, contact phone number, place of work and position. In fact, the processed

data may include several items from the specified list, depending on the user's desire to provide relevant data.

5.6. The company does not request or store data on payment details of users, except for the cases of receipt of funds from the user directly to the Company (in this case, the information is stored in the amount determined by the Bank and other payment agent).

5.7. Technical data (such as cookies) are used in accordance with the instructions of the developers of the relevant technical solutions. In this case, the Company does not process data in such a way as to link (identify) the user's data with technical data.

5.8. Technical data can be used to improve security and improve the quality of websites, applications and services. The use of technical data is carried out anonymously (without connection with the user's personal data).