

## AgriA LLC Policy on Personal Data Processing

Kursk, July 23, 2017

This Policy on Personal Data Processing (hereinafter referred to as the Privacy Policy) applies to all information that <https://agriarus.ru/> Internet site (hereinafter referred to as the Site) may receive about the User during their use of the Site.

### 1. DEFINITION OF TERMS

1.1. The following terms are used in this Privacy Policy:

1.1.1. "Site Administration" - employees authorized to manage the site, acting on behalf of AgriA LLC, who organize and (or) process personal data, and determine the purposes of processing personal data, the composition of personal data subject to processing, actions (operations) performed with personal data.

1.1.2. "Personal data" - any information related to a directly or indirectly identified or identifiable individual (subject of personal data).

1.1.3. "Personal data processing" - any action (operation) or set of actions (operations) performed with or without the use of automation tools with personal data, including collection, recording, systematization, accumulation, storage, clarification (updating, modification), retrieval, use, transfer (distribution, provision, access), depersonalization, blocking, deletion, destruction of personal data.

1.1.4. "Confidentiality of personal data" - a mandatory requirement for the Site Administration or another person who has gained access to personal data not to allow their distribution without the consent of the subject of personal data or the presence of other legal grounds.

1.1.5. "Site User (hereinafter referred to as the User)" - a person who has access to the Site via the Internet and uses the Site.

### 2. GENERAL PROVISIONS

2.1. The User's use of the Site means consent to this Privacy Policy and the terms of processing the User's personal data.

2.2. In case of disagreement with the terms of the Privacy Policy, the User must refrain from using the feedback forms or order application forms on the Site.

2.3. This Privacy Policy applies only to the Site <https://agriarus.ru/>. The Site does not control and is not responsible for third-party sites to which the User can follow links available on the Site. On such sites, the User may be collected or requested to provide other personal information, and other actions may be performed.

2.4. The Site Administration generally does not check the accuracy of the personal information provided by Users and does not exercise control over their legal capacity. The Site assumes that the User provides accurate and sufficient personal information on the issues proposed in the feedback form or order application form.

### 3. SUBJECT OF PRIVACY POLICY

3.1. This Privacy Policy sets forth the obligations of the Site Administration to maintain confidentiality and ensure protection of the privacy of personal data that the User provides at the request of the Site Administration when filling out the feedback form or leaving a request to order a product on the Site.

3.2. Personal data permitted to be processed within the framework of this Privacy Policy are provided by the User by filling out the feedback form in the "Feedback" section or the order form in the "Catalog" section and include the following information:

3.2.1. the User's last name, first name, patronymic;

3.2.2. the User's contact phone number;

3.2.3 the User's e-mail address;

3.2.4. the User's Name of organization;

3.2.5. the User's Position;

3.3. The Site protects Data that is automatically transmitted during their use using the software installed on the User's device, including the IP address, information from cookies.

3.4. Any other personal information not specified above (order history, operating systems used, etc.) is subject to secure storage and non-dissemination, except for cases provided for in paragraphs. 5.2. and 5.3. of this Privacy Policy.

#### 4. PURPOSES OF COLLECTING THE USER'S PERSONAL INFORMATION

4.1. The Site Administration may use the User's personal data for the following purposes:

4.1.1. Establishing feedback with the User, including sending notifications, requests regarding the use of the Site, rendering services, processing requests and order applications from the User.

4.1.2. Providing the User with effective customer and technical support in the event of problems related to the use of the Site.

4.1.3. Carrying out activities to promote goods and services.

4.1.4. Evaluating and analyzing the operation of the Site.

4.1.5. Informing the User about promotions, discounts and special offers via electronic and/or SMS mailings. If the User does not wish to receive advertising and informational messages from the Site Administration, he/she must notify the Site Administration by sending a written refusal to [info@agriarus.ru](mailto:info@agriarus.ru).

#### 5. METHODS AND TERMS OF PROCESSING PERSONAL INFORMATION

5.1. The User's personal data shall be processed without time limitation, by any legal means, including in personal data information systems with or without the use of automation tools.

5.2. The User agrees that the Site Administration has the right to transfer personal data to third parties, in particular, courier services, postal organizations, telecommunications operators, solely for the purpose of fulfilling the User's order, placed by leaving a request for an order for goods on the Site, including delivery of goods.

5.3. The User's personal data may be transferred to authorized state authorities of the Russian Federation only on the grounds and in the manner established by the legislation of the Russian Federation.

5.4. In case of loss or disclosure of personal data, the Site Administration informs the User about the loss or disclosure of personal data.

5.5. The Site Administration takes the necessary organizational and technical measures to protect the User's personal information from unauthorized or accidental access, destruction, modification, blocking, copying, distribution, as well as from other illegal actions of third parties.

5.6. The Site Administration, together with the User, takes all necessary measures to prevent losses or other negative consequences caused by 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. Provide information about personal data necessary for using the Feedback and Order services on the Site.

6.1.2. Update and supplement the provided information about personal data in the event of changes to this information.

6.2. The Site Administration is obliged to:

6.2.1. Use the information received solely for the purposes specified in paragraph 4 of this Privacy Policy.

6.2.2. Ensure that confidential information is kept secret, not disclosed without the prior written permission of the User, and not sell, exchange, publish, or disclose in any other possible way the transferred personal data of the User, with the exception of paragraphs 5.2 and 5.3 of this Privacy Policy.

6.2.3. Take precautions to protect the confidentiality of the User's personal data in accordance with the procedure usually used to protect such information in existing business practices.

6.2.4. Block personal data related to the relevant User from the moment of the User's request or appeal or their legal representative or authorized body for the protection of the rights of personal data subjects during the verification period, in the event of detection of inaccurate personal data or illegal actions.

## 7. LIABILITY OF THE PARTIES

7.1. The Site Administration that has failed to fulfill its obligations shall be liable for the losses incurred by the User in connection with the illegal use of personal data, in accordance with the legislation of the Russian Federation, except for the cases provided for in paragraphs 5.2, 5.3 and 7.2 of this Privacy Policy.

7.2. In the event of loss or disclosure of Confidential information, the Site Administration shall not be liable if this confidential information:

7.2.1. Has become publicly known prior to its loss or disclosure.

7.2.2. Was received from a third party before it was received by the Site Administration.

7.2.3. Was disclosed with the consent of the User.

## 8. DISPUTE RESOLUTION

8.1. Before filing a claim in court regarding disputes arising from the relationship between the User and the Site Administration, it is mandatory to file a claim (a written proposal for voluntary settlement of the dispute).

8.2. The recipient of the claim, within 30 calendar days from the date of receipt of the claim, notifies the claimant in writing of the results of the consideration of the claim.

8.3. If an agreement is not reached, the dispute will be referred to a judicial body in accordance with the current legislation of the Russian Federation.

8.4. The current legislation of the Russian Federation shall apply to this Privacy Policy and the relationship between the User and the Site Administration.

## 9. ADDITIONAL TERMS

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

9.2. The new Privacy Policy comes into force from the moment it is posted on the Site, unless otherwise provided by the new version of the Privacy Policy.

9.3. All suggestions or questions regarding this Privacy Policy should be communicated via the "Feedback" section.

9.4. The current Privacy Policy is posted on the page at <https://agriarus.ru/privacy/>

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