

PERSONAL DATA PROTECTION GUIDELINES of Federal Research Center Boreskov Institute of Catalysis

The given Personal Data Protection Guidelines (hereinafter Guidelines) is in effect concerning all information that Web-site of Federal Research Center Boreskov Institute of Catalysis (BIC), hereinafter Boreskov Institute of Catalysis, at the domain name catalysis.ru, hereinafter Site, can receive on User when the latter used the pages and sections of the Site.

1. DEFINITION OF TERMS

1.1. The given Guidelines use the following terms:

1.1.1. "Personal Data Processor (Processor)", the employees of Boreskov Institute of Catalysis authorized to manage the Site acting on behalf of Boreskov Institute of Catalysis, who organize and/or conduct the processing of the Personal Data as well as determine the purposes of the Personal Data processing, the scope of Personal Data subject to processing, actions (operations) executed on Personal Data.

1.1.2. "Personal Data", any information concerning to explicitly or implicitly determined physical person (subject of Personal Data).

1.1.3. "Personal Data Processing", any action (operation) or a scope of actions (operations) executed with or without the use of means of automation on Personal Data including collecting, registering, systematizing, accumulating, storing, updating (renewal, changing), extracting, using, transmission (distribution, submission, access), depersonalization, blocking, deleting, erasure of Personal Data.

- automated Personal Data processing, the Personal Data processing with the help of computing tools;

- distribution of Personal Data, actions aimed at disclosure of Personal Data to the public at large;

- submission of Personal Data, actions aimed at disclosure of Personal Data to a specific person or a specific range of people;

- blocking of Personal Data, temporal termination of Personal Data processing (except cases when the processing is necessary for updating the Personal Data);

- erasure of Personal Data, actions resulting in impossibility to restore the scope of Personal Data in the information system of Personal Data and/or in destruction of physical carriers of Personal Data;

- depersonalization of Personal Data, actions resulting in impossibility to determine whether the Personal Data belong to a certain subject of Personal Data without using any additional information;

- information system of Personal Data, all Personal Data pooled in the data bases along with the information technologies and technical means for their processing;

- international data transfer, transfer of Personal Data to the territory of a foreign state to public authorities of the foreign state, foreign natural persons, or foreign legal bodies.

1.1.4. "Confidentiality of Personal Data", obligatory for the Processor or any other person with access to Personal Data requirement not to allow their distribution without consent of the subject of Personal Data or presence of any other legal grounds.

1.1.5. "Site User", a person with access to the Site through Internet that uses the Site.

1.1.6. "Cookies", a small fragment of data sent by Web-server and kept on the User's computer that a Web-client or Web-browser sends to the Web-server each time in a HTTP-query in the attempt to open a page of the Site.

1.1.7. "IP-address", a unique Web address of a host in the computer network built by IP protocol.

2. GENERAL PROVISIONS

2.1. The use of Site by User means unforced, definite and unambiguous consent with the given Guidelines and conditions of processing of Personal Data of the User.

2.2. In case of disagreement with the conditions of the Guidelines the User must stop using the Site.

2.3. The given Guidelines apply only to the indicated Site. The Processor does not control and is not responsible for the sites of the third persons, to which the User can go via the links available on the Site.

2.4. The Processor does not check the veracity of Personal Data presented by the Site's User.

3. SUBJECT OF THE GUIDELINES

3.1. The given Guidelines establish the liabilities of the Processor on non-disclosure and provision of the mode of protection of confidentiality of Personal Data that the User provides on the request of the Processor when filling the Web-forms of feedback and order on the Site as well as the rights and obligations of the Parties arising with the use of the Site by the User.

3.2. Personal Data allowed for processing within the given Guidelines are presented by the User by filling the form on the Site and include the following information:

3.2.1. Last name, First name, Patronymic name of the User;

3.2.2. Contact phone number of the User;

3.2.3. E-mail address of the User;

3.3. The Site protects the Personal Data.

3.3.1. Turning off cookies can result in impossibility to access the parts of the Site requiring authorization.

3.3.2. The Site collects statistics on the IP-addresses of its visitors. This information is used with the purpose of detecting and solving the technical problems as well as with the purpose of analysis of the statistics of the Site traffic.

3.4. Any Personal Data other than stated above (used browsers and operation systems, etc.) is subject to safe keeping and non-disclosure except the cases mentioned in 5.2 and 7.2 of the given Guidelines.

4. PURPOSES OF COLLECTION OF USER'S PERSONAL DATA

4.1. The Processor can use the Personal Data of User while meeting the requirements given in the Federal Law No. 152 of 27.07.2006 "On Personal Data", the Guidelines, and other standard regulations and internal documents of Boreskov Institute of Catalysis regulating the processing of Personal Data for the purposes of the actual activity of Boreskov Institute of Catalysis as well as the activity stated by the foundation documents of Boreskov Institute of catalysis with the purpose of:

4.1.1. Identification of the User registered at the Site for his/her authorization.

4.1.2. Provision of the access to the personalized resources of the Site to the User.

4.1.3. Establishment of the feedback with the User including filing of notifications or inquiries concerning the use of the Site, provision of service and completion of works by Boreskov Institute of Catalysis, processing of the inquiries and requests from the User.

4.1.4. Determination of the whereabouts of the User for providing safety, fraud prevention.

4.1.5. Confirmation of veracity and completeness of Personal Data provided by the User.

4.1.6. Provision of the efficient customer and technical support to the User as the problems arise concerning the use of the Site.

4.1.7. Provision of news and other information on behalf of the Site to the User with his/her consent.

5. METHODS AND TERMS OF PROCESSING OF PERSONAL INFORMATION

5.1. Processing of the Personal Data of the User is effected until reaching the purposes of the processing of the Personal Data or until receiving the withdrawal of consent of the subject of the Personal Data for the processing of his/her Personal Data with any legal methods, including in the information systems of Personal Data with or without the use of automation means.

5.2. The Personal Data of the User can be passed to the power authorities of the Russian Federation only on the grounds of and by the procedure established by the laws of the Russian Federation, including to the bodies of inquiry and investigation, other authorized organs on the grounds stated in the applicable legislation of the Russian federation.

5.3. If the Personal Data are disclosed or lost, the Processor informs the User on the disclosure or loss of the Personal Data.

5.4. The Processor takes the necessary organizational and technical precautions for protection of the personal information of the User from unauthorized or accidental access, erasure, change, blocking, copying, distribution as well as other unauthorized actions of the third parties.

5.5. The Processor together with the User takes all necessary precautions on recovery of losses or any other negative implications resulting from the loss or disclosure of the Personal Data of the User.

6. RIGHTS AND LIABILITIES OF THE PARTIES

6.1. The User has the right:

6.1.1. To provide information on the Personal Data necessary for using the Site.

6.1.2. To update and complete the provided information on the Personal Data in case of a change of this information.

6.2. The Processor is obliged:

6.2.1. To use the received information exclusively for the purposes stated in p.4 of the given Guidelines.

6.2.2. To provide storage of the confidential information in secrecy, not to disclose it without a previous written consent by the User as well as not to sell, exchange, publish, or disclose by any other possible ways the provided Personal Data of the User, except p. 5.2 and 7.2 of the given Guidelines.

6.2.3. To take precaution measures for protecting the confidentiality of the Personal Data of the User according to the practice used routinely for protection of such information in the existing business conduct.

6.2.4. To block the Personal Data concerning the corresponding User from the moment of address or inquiry of the User or its legitimate representative or the authority in the protection of the rights of the Personal Data subjects for the period of examination, in case of revealing of incorrect Personal Data or wrong acts.

7. RESPONSIBILITY OF THE PARTIES

7.1. The Processor that failed to perform their obligations has responsibility for the losses suffered by the User concerning the unauthorized use of the Personal Data according to the legislation of the Russian Federation, except cases stated in p.5.2 and 7.2 of the given Guidelines.

7.2. In case of loss or disclosure of the confidential information the Processor has no responsibility if this confidential information:

7.2.1. became public before its loss or disclosure;

7.2.2. was received from a third party before the moment of its receiving by the Processor;

7.2.3. was disclosed on the consent of the User.

8. DISPUTE RESOLUTION

8.1. Before taking legal action with a lawsuit on the disputes arising from the relationship between the Site's User and the Processor it is obligatory to submit a claim (written proposal on voluntary settlement).

8.2. The claimee informs the claimer on the results of the claim review within 30 calendar days from the day of receiving the claim.

8.3. If failed to reach the agreement, the dispute will be submitted to a court of justice according to the applicable legislation of the Russian Federation.

8.4. The given Guidelines and the relationship between the Site's User and Site's administration are subject to the applicable legislation of the Russian Federation.

9. ADDITIONAL CONDITIONS

9.1. The Processor has the right to imply changes in the given Guidelines without the User's consent.

9.2. New Guidelines go into effect from the moment of its publication on the Site, except as otherwise provided by the revised edition of the Guidelines.

9.3. All proposals or questions on the given Guidelines must be reported with indication of the Site's section.

9.4. The effective Guidelines are published on the Site.