

# Confidentiality policy and organization of personal data processing

## Terms and definitions:

**The Website's owner** – Element Group Oy, a legal entity established on 26.10.2016 under the laws of Finland with registration number 2784456-1, address of the location Yrittäjänkulma 5 Tampere, Finland FI-33100.

**User of the Web-site** – a person or entity (a representative of a legal entity) who intends to receive information posted on the Web-site, purchase a product, order a service, or use the Web-site's customer-focused services using the personal account.

**Web-site** – resources located on the Internet at the address/addresses: <https://element.global/>, <https://en.element.global/>, representing a set of information, texts, graphic elements, design, images, photos and videos, and other results of intellectual activity, as well as computer programs contained in an information system that ensures the availability of such information on the Internet, the exclusive right to which belongs to the Web-site Owner.

**Mobile applications** – applications of the Web-site's Owner for iOS and Android platforms, using Web-site resources.

## 1. General provisions

1.1. This privacy Policy and the organization of personal data processing (hereinafter – the Policy) approved by Element Group Oy (hereinafter – The owner of the site) in accordance with international legal acts on protection of personal data (Council of Europe Convention "On the protection of individuals with regard to automatic processing of personal data", the Convention on the protection of individuals with regard to automatic processing of personal data (Strasbourg, 28 January 1981), regulation of the European Parliament and of the Council of the European Union "On the Protection of individuals when processing personal data and free circulation of these data EU 2016/679, 2016/680/ GDPR) and Finnish law (including the Law on protection of personal data Tietosuojalaki), The law on electronic communications services and other acts and applies to all personal data that the site Owner may receive from the personal data subject in connection with the use of the site.

1.2. The Policy applies to personal data received both before and after the approval of this Policy.

1.3. The present Policy is a public document that reveals the basics of the Web-site Owner's activities in the processing and protection of personal data.

1.4. Using the Web-site means that the Web-site User unconditionally agrees to this Policy and the amount of personal data provided, the terms of processing, and the procedure for

revocation specified in it; if the Web-site User does not agree with these terms, it must refrain from using the Web-site.

## **1. Personal data processed by the Web-site Owner**

2.1. The Web-site Owner has the right to collect the following information about the Web-site User:

- personal information provided by the Web-site Users when registering on the Web-site (last name, first name, patronymic, position, name of the employer's organization, mobile phone, email address, social network accounts);
- technical data (IP address, cookies, pixel tags, browser information, software and hardware information);
- date and time of access to the Web-site;
- information about the Web-site's usage activity (including viewing the Web-site User's request history, email addresses of persons who the Web-site Owner is negotiating with, the content of email with the Web-site Owner, as well as other attachments).
- information about geolocation;
- other information required for data processing (including the Web-site Owner may receive additional information from partners).

2.2. The Web-site Owner does not process special categories of personal data related to race, nationality, political views, religious or philosophical beliefs, health status, or intimate life.

2.3. The Web-site Owner does not transfer personal data of Users across borders (to the territory of a foreign state to an authority of a foreign state, a foreign individual or a foreign legal entity).

2.4. The Web-site Owner does not make decisions that create legal consequences for personal data subjects or otherwise affect their rights and legitimate interests based solely on automated processing of their personal data.

2.5. The present Policy applies only to the Web-site. The Web-site Owner does not control and is not responsible for third-party sites or applications that the User can access by clicking on links available on the Web-site or placed on the Web-site pages, including information about the User processed by third parties.

2.6. Except for cases when Users are identified on the grounds and in accordance with the applicable agreements between the Web-site Owner and the User, the Web-site does not verify the accuracy of personal information provided by Users, and does not monitor their legal

capacity. However, the Web-site Owner assumes that the Web-site User provides reliable and sufficient personal information and keeps this information up to date.

2.7. The terms and conditions for terminating the processing and storage of personal data of a personal data subject shall be determined in accordance with the procedure established by the legislation of the Russian Federation.

### **3. Purposes of personal data processing**

3.1. Personal data is processed by the Web-site Owner for the following main purposes:

3.1.1. execution of contracts concluded by the Web-site Owner with the Web-site User; without limitation, for the purpose of identification / simplified identification of Web-site Users, execution of User's orders to return the balance of funds, replacement of goods and other actions related to the execution, modification and termination of concluded contracts.

3.1.2. registration of Users on the Web-site to provide users with access to certain sections of the Web-site.

3.1.3. communicating with the Web-site User, including sending notifications, requests and information related to the use of the Web-site, as well as processing requests and requests from Web-site Users.

3.1.4. analytics of interaction with the Web-site User in order to change the Web-site services and introduce improvements, conditioning the usability of the Web-site and its services.

3.1.5. conducting statistical and other research based on anonymised data;

3.1.6. conducting marketing actions for the Web-site Users, including without limitation, for the purpose of distributing offers to participate in the promotion and obtaining prizes/rewards provided for by the promotion; distributing advertising and information materials over telecommunication networks, including through the use of telephone, Fax, mobile radiotelephone communication, or through direct contacts; targeting advertising materials and other information brought to the attention of the Web-site Users;

3.1.7. providing the Web-site User with access to the Website's resources and services;

3.1.8. providing advertising and offers based on the Web-site User's preferences, informing the Web-site User about offers, promotions, introducing a new range of products, providing services and other similar information to the Web-site Owner;

3.1.9. the development of new products and offers;

3.1.10. satisfying the requirements of the legislation of the Russian Federation and for the sake of compliance with the rights and legitimate interests of the Web-site Users.

#### **4. Terms of personal data processing**

4.1. The Web-site Owner stores personal information of Web-site Users in accordance with this Policy, the Web-site Owner's specific terms of service, and the Web-site Owner's internal regulations.

4.2. The Web-site Users' personal information is kept confidential.

4.3. The Web-site Owner has the right to transfer Users personal information to third parties in the following cases:

4.3.1. The user has expressed their consent to such actions;

4.3.2. The transfer is necessary for the use of a certain service of the Website, including without limitation, for the execution of a certain user's order (including, but not limited to: orders for the refund of the remaining funds);

4.3.3. The transfer is provided for by Russian or other applicable law in accordance with the procedure established by law;

4.3.4. The transfer takes place as part of a sale or other transfer of the business (in whole or in part), and the acquirer assumes all obligations to comply with the terms of the present Policy in relation to the personal information received by them;

4.3.5. In order to protect the rights and legitimate interests of the Service Owner or third parties in cases where the Service Owner has reasonable grounds to believe that the User violates the terms of the applicable agreement (contract) with the Service Owner and/or the requirements of applicable law.

4.4. If the Web-site User provides incorrect information, or the Web-site Owner has reason to believe that the information provided by the Web-site User is incomplete and/or unreliable, or access to the Web-site services is provided by the User in violation of current legislation, the Web-site Owner will have the right to block or delete the Web-site User account and refuse to use its Web-site services.

4.5. To enforce its own rights and legitimate interests, the User has the right to address to the Web-site Owner. The Service owner considers any requests and complaints from Users, thoroughly investigates the facts of violations and takes all necessary measures to immediately eliminate them, punish those responsible and resolve disputes and conflict situations in a pre-trial order.

#### **5. Guarantees of the Web-site Owner**

5.1. The Web-site Owner guarantees the confidentiality and protection of personal data of the Web-site Users and compliance with legal requirements regarding the processing of personal data.

5.2. For the purpose of implementation of the guarantees specified in clause 5.1. of the Politics the Web-site Owner has developed and put into effect a set of organizational and administrative, functional, and planning documents that regulate and ensure the security of personal data processed:

5.3. A security regime for processing and handling personal data has been introduced, as well as a security regime for premises where personal data storage media processed and stored.

5.4. Person responsible for the organization of personal data processing, administrators of personal data information systems and security administrator of personal data information systems have been appointed, they were defined responsibilities and given the developed instructions for ensuring information security.

5.5. The scope of persons entitled to process personal data has been defined, and instructions have been developed for users to work with personal data, anti-virus protection, and actions in crisis situations.

5.6. A system has been introduced to restrict access to databases processed in the Web-site Owner's information system, as well as to ensure registration and accounting of all actions performed with personal data in the Website's information system;

5.7. Protection against unauthorized access to workstations, information networks and personal data databases is installed.

5.8. Protection against malicious software is installed.

5.9. Information and databases are regularly backed up.

5.10. Conformance checking of the personal data protection system and audit of the security level of the Web-site Owner's information systems are planned.

## **6. The Web-site User Guarantees**

6.1. The Web-site User agrees to provide accurate and complete information necessary to fulfill the obligations of the Web-site Owner in relation to the purchased goods, services or access to personalized services of the Web-site, as well as to keep this information up to date.

6.2. The User guarantees that the Web-site is used to do good business, and the actions of the User of the Web-site in no way violates the rights of third parties, do not contain false information, mislead in respect of the properties, characteristics of products and services contained on the Web-site, do not violate rights to results of intellectual activities of third parties and do not violate the normal operation of the Web-site.

6.3. The Web-site User acknowledges that if it is technically possible to place any content on the Web-site, the Web-site Owner, at its sole discretion, has the right to refuse to place any content on the Web-site to the Web-site User.

6.4. The Web-site User fully agrees with the present Policy and agrees to the processing of personal data provided by it.

6.5. The Web-site User undertakes to notify the Web-site Owner of the circumstances specified below by sending an electronic document in .pdf /jpeg format containing the following details: date, last name, first name, patronymic, email address, personal signature of the Web-site User (or its representative) at the following addresses:

6.5.1. about personal data variation – [admin@element.global](mailto:admin@element.global)

6.5.2. about refusal to receive informational and advertising messages from the Web-site Owner – [admin@element.global](mailto:admin@element.global)

6.5.3. about the intention to revoke consent or delete the Web-site User's account - [admin@element.global](mailto:admin@element.global)

## **7. Policy revisions and their approval**

7.1. The Policy is approved and put into effect by an administrative document signed by the Web-site Owner's Manager.

7.2. The Web-site owner has the right to make changes to the present Policy. When making changes in the name of the Policy the date of the latest revision update is specified. The new version of the Policy takes effect from the moment it is posted on the Owner's Web-site, unless otherwise provided for in the new version of the Policy.

7.3. The current version of the Policy is published in the «Information» section of the Website.