

# Personal Data Privacy Policy

This Personal Data Privacy Policy (hereinafter referred to as the "Privacy Policy") shall apply to all information that the User may provide to Import-Export-Trade.com (hereinafter - the Operator) in relation to the use of the Website and the Service.

## 1. General provisions

1. The operator's most important goal and condition for carrying out its activities is to observe human and citizen's rights and freedoms when processing personal data, including protection of rights to privacy, personal and family secrets.
2. This policy of the Operator regarding the processing of personal data (hereinafter - the Policy) applies to all information that the Operator may receive about the visitors of the website import-export-trade.com.

## 2. Basic concepts used in this Policy

Automated processing of personal data - processing of personal data by computer equipment;

2 Blocking of personal data - temporary termination of personal data processing (except when processing is necessary to clarify personal data);

3. Website - a set of graphic and informational materials, as well as computer programs and databases, providing their accessibility in the Internet at the network address import-export-trade.com;

4. personal data information system - total of personal data contained in databases, and information technologies and technical means, providing their processing;

5. Depersonalization of personal data - actions, as a result of which it is impossible to determine without the use of additional information as to what personal data belongs to a particular User or other subject of personal data;

6. Processing of personal data - any action (operation) or a set of actions (operations), performed with or without the use of automation with personal data, including collection, recording, systematization, accumulation, storage, clarification (updating, modification), extraction, use, transfer (distribution,

provision, access), anonymization, blocking, removal, destruction of personal data;

7. Operator - state body, municipal body, legal entity or individual, independently or together with other persons, organizing and (or) carrying out processing of personal data, as well as determining the purpose of personal data processing, composition of personal data to be processed, actions (operations) performed with personal data;

8. Personal data - any information relating directly or indirectly to a specific or defined user of the website [import-export-logistic.com](http://import-export-logistic.com);

9. User is any visitor to the [import-export-logistic.com](http://import-export-logistic.com) website;

10. Provision of personal data - actions aimed at disclosure of personal data to a certain person or a certain circle of persons;

11. Dissemination of personal data - any action aimed at disclosure of personal data to an indefinite range of persons (transfer of personal data) or to familiarize with personal data to an unlimited range of persons, including the publication of personal data in the media, placing in information and telecommunications networks or providing access to personal data in any other way;

12. trans-border transfer of personal data - transfer of personal data to the territory of a foreign state to a foreign authority, foreign individual or foreign legal entity;

13. Destruction of personal data means any actions resulting in the irretrievable destruction of personal data with the impossibility of further restoration of personal data content in the information system of personal data and (or) resulting in the destruction of tangible media of personal data.

### **3. The operator may process the following personal data of the User:**

1. surname, first name;

2. e-mail address;

3. telephone numbers;

4. The site also collects and processes impersonal data about visitors (including cookies) using Internet statistics services (Yandex Metrika and others).

5. The above-mentioned data hereinafter in the text of the Policy is combined with the general concept of Personal Data.

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

1. The purpose of processing of the User's personal data is to inform the User by sending emails; conclusion, execution and termination of civil law contracts; providing the User with access to services, information and/or materials contained on the website.
2. Also the Operator has the right to send the User notifications about new products and services, special offers and different events. The User can always refuse to receive informative messages by sending an email to the Operator at [service@import-export-trade.com](mailto:service@import-export-trade.com) with the note "Refuse notifications about new products and services and special offers".
3. The anonymized data of the Users, collected with the help of Internet statistics services, serves for collecting information about the Users' actions on the site, improving the quality of the site and its content.

#### **5. Legal basis for processing of personal data**

1. The Operator processes the User's personal data only in case the User fills them in and/or sends them by himself through the special forms located on the website [import-export-logistic.com](http://import-export-logistic.com). By filling in the relevant forms and/or sending his/her personal data to the Operator the User expresses his/her consent to this Policy.
2. The Operator processes anonymized data about the User in case it is allowed in the settings of the User's browser (cookies saving and JavaScript technology usage are enabled).

#### **6. Procedure for collecting, storing, transferring and other processing of personal data**

Security of personal data processed by the Operator shall be ensured by implementing legal, organizational and technical measures necessary to comply fully with the requirements of applicable laws in the field of personal data protection.

1. The Operator shall ensure security of personal data and shall take all possible measures to exclude access to personal data by unauthorized persons.
2. Personal data of the User will never, under any circumstances, be transferred to third parties, except in cases related to the execution of the current legislation.
3. In case of identification of inaccuracies in personal data, the User can update them on their own by sending a notice to the Operator's e-mail address [service@import-export-trade.com](mailto:service@import-export-trade.com) with a note "Updating of personal data".
4. The period of processing of personal data is unlimited. The User may withdraw their consent to the processing of personal data at any time by sending a notice by e-mail to the Operator's e-mail address [service@import-export-trade.com](mailto:service@import-export-trade.com), marked "Withdrawal of consent to the processing of personal data".

## **7. Cross-border transfer of personal data**

1. Before transborder transfer of personal data, the operator shall make sure that the foreign country, to the territory of which the personal data transfer is supposed to be performed, provides reliable protection of personal data subjects' rights.
2. The transborder transfer of personal data to foreign countries, which do not meet the above requirements, may be performed only if the personal data subject consents in writing to the transborder transfer of his/her personal data and/or performs the contract to which the personal data subject is a party.

## **8. Concluding Provisions**

1. The user can get any clarifications on questions of interest concerning the processing of his personal data by contacting the Operator by e-mail at [service@import-export-trade.com](mailto:service@import-export-trade.com).
2. This document will reflect any changes in the Operator's personal data processing policy. The Policy is valid indefinitely until it is replaced with a new version.
3. The up-to-date version of the Policy is freely available on the Internet at <https://en.import-export-trade.com/policy.pdf>.

