

PRIVACY POLICY OF CORPUS-IT LLC

Effective date: January 01, 2021

The website www.corpus-it.ru administration has respect for Website Users. We unconditionally admit the importance of User Personal Data Privacy. This document contains the information that is received, collected and processed by us when you are using the Website. We hope that this information will help you make informed decisions regarding the Personal Data you provide us.

This Privacy Policy shall be applied to all information that CORPUS-IT, LLC website located at the domain name: www.corpus-it.ru can obtain about the User when the website is used.

This Policy is developed to the satisfaction of clause 2, part 1, Article 18.1 of the Federal Law dated July 27, 2006 No. 152-FZ “On Personal Data” (hereinafter referred to as “The Persona Data Law”) in order to protect human and citizen rights and freedoms during processing of his/her personal data, including the protection of rights to personal and family privacy. When our Website and/or our services are used, CORPUS-IT, LLC controls your personal data in accordance with the Personal Data Law and observes the General Data Protection Regulation (Regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data of the European Parliament and the Council of the European Union 2016/679 dated April 27, 2016).

Contact information of person responsible: info@corpus-it.ru.

1. TERMS AND DEFINITIONS

<i>Website Administration</i>	Authorized employees who manage the Website and process User Personal Data on behalf of CORPUS-IT, LLC.
<i>Personal Data</i>	Any information expressly or impliedly related to defined individual (the Personal Data Subject)
<i>Personal Data Processing</i>	Any action (operation) or series of actions (operations) with personal data to be carried out using automation facilities or without them. The Personal Data Processing includes: collection; recording; systematization; accumulation; storage; rectification (update, amendment); extraction; use; transfer (distribution, provision, access); depersonalization; blocking; deidentification; destruction.
<i>User</i>	An individual having web-based access to and using the Website.
<i>Cookies</i>	Small text files that store information directly on the User's computer, mobile phone or other device.
<i>IP address</i>	The node unique network address in a computer network built over IP protocol.
<i>Website</i>	The official website of CORPUS-IT, LLC: www.corpus-it.ru

2. GENERAL PROVISIONS

2.1. The use of Website by the User shall imply the User's consent with this Privacy Policy.

2.2. Upon failure to consent with the Privacy Policy terms and conditions the User shall stop using the Website.

2.3. This Policy shall be applied only to the Website: www.corpus-it.ru. The Website does not control and shall not be held liable for third party websites that the User can follow using links available on the Website.

2.4. The Website Administration does not validate the personal data provided by the Website Users.

3. PURPOSE OF PERSONAL DATA COLLECTION

We collect the User Personal Data are collected for the following purposes:

- To establish the User feedback, including sending of notifications, requests regarding the Website use, provision of services, processing of the User requests and inquires.
- To provide the User an effective customer and technical support upon issues connected with the Website use.
- To conduct advertising activities upon the User consent.

4. METHODS FOR PERSONAL DATA COLLECTION AND PROCESSING

4.1. The User can provide use its personal data, contacts, business and other personal information by submitting it by e-mail, courier services, by phone or filling forms on the Website that include data that the User shall provide in the following cases:

- when meet our company representatives;
- when using the Website;
- when referring to us by e-mail, phone or on social media;
- upon filling our questionnaire or any other forms and arrangements.

4.2. The processing of the User's information shall be carried out within the unlimited period of time using any legal methods, including the use of information systems with or without automation facilities. The Personal Data can be provided to the corresponding government authorities of the Russian Federation only on the grounds and in the manner provided by regulatory legal acts. In case of loss or disclosure of such information the Website Administration shall notify the User. The Website Administration shall take all organizational and technical measures to protect personal data against illegal and unauthorized disclosure to third parties and also against deidentification, blocking, copying and other illegal actions.

5. PERSONAL DATA TO BE COLLECTED

We can collect the following information about the User:

- Name;
- Surname;
- E-mail address;
- Phone number;
- Project budget size;
- Project description.

Additionally, we collect the following technical data:

- IP address
- Cookies data
- Browser data
- Page access type
- Device operating system version and platform.

Any other personal data that are not indicated above (the operating system used, browser type, etc.) require the duly storage and safeguarding, except as otherwise herein provided.

6. COOKIES

We use Cookies in order to provide statistical reporting. They help us to bring you a great impression when browsing the Website and also allow us to improve the Website. Cookies are small text files that store information directly on the User's computer, mobile phone or other device. Cookies contain the information can be required for the Website and the collection of Website statistical information, i.e., which pages were visited, items were downloaded, a visitor's Internet provider domain name and country; and addresses of third-party websites from which the User was transited, etc. This information is not connected with you as a personality. Cookies do not record your e-mail address or any other personal information.

7. OBLIGATIONS OF PARTIES

7.1. The User's obligations:

- To provide data required for the full Website use.
- To update and supplement of mentioned information, if it was amended.

7.2. The Website Administration obligations:

- To provide the duly privacy and non-disclosure of information without the User's consent that shall be provided in writing; not to publish, sale or otherwise disclose the information, excluding the transfer to government authorities on legal grounds.
- Take all measures for preservation of information confidentiality according to the rules applied to the protection of such information in the course of business relationships.
- To block the User-related information upon discovery of fraudulent personal information or upon illegal actions (in such case the User, its representative or authorized body shall lodge the appropriate address).

8. RESPONSIBILITY OF PARTIES

8.1. If the Website Administration fails to fulfill its obligations, it shall be responsible for losses borne by the User in accordance with the law of the Russian Federation, unless the data were provided on legal grounds.

8.2. Upon the data loss or disclosure, the Website Administration shall not bear responsibility, if such information:

- Becomes known to third parties prior to the Website Administration disclosure.
- Was obtained from a third party prior to provision to the Website Administration.
- Was published upon the User's prior consent.

9. DISPUTE SETTLEMENT

9.1. Prior to filing a dispute lawsuit in the court, the claim must be lodged.

9.2. The notified Party shall notify the other Party in written form about results of document review within 30 days from the date obtaining the document.

If the Parties fail to come to an agreement the dispute shall be referred for settlement to the court in accordance with the law of the Russian Federation.

10. MISCELLANEOUS

10.1. The Website Administration is entitled to amend this Privacy Policy without the User's consent.

10.2. The new Privacy Policy becomes effective upon its publishing on the Website, unless otherwise is provided by the new edition of Privacy Policy.

10.3. If the User has any questions or suggestions regarding this document it shall be sent to: info@corpus-it.ru

10.4. The current edition of this Privacy Policy shall be published in the footer of all Website pages.