

Policy on personal data processing (Privacy policy)

1. General provisions

The present policy of personal data processing is made according to requirements of the Federal law from 27.07.2006. No. 152-FZ "On Personal Data" and determines the order of personal data processing and measures to ensure the security of personal data by the Joint Stock Company "Institute of Post-tensioning Technologies" (hereinafter - IPT)

1) IPT sets its most important goal and condition for the implementation of its activities to respect human and citizen's rights and freedoms in the processing of personal data, including the protection of rights to privacy, personal and family secrets.

2) This policy of IPT regarding the processing of personal data (hereinafter referred to as the Policy) applies to all information that the IPT can obtain about visitors to the website <http://tension.ru>.

2. Main concepts used in the Policy

1) Automated processing of personal data - processing of personal data by means of computer facilities;

2) Personal data blocking - temporary termination of processing of personal data (except for cases when processing is necessary for specification of personal data);

3) Website - a set of graphic and information materials, as well as programs for computers and databases, providing their availability on the Internet at the network address <http://tension.ru>;

4) Information system of personal data - complex of personal data contained in databases and providing their processing by information technologies and technical means;

5) Impersonalization of personal data - actions as a result of which it is impossible to determine the belonging of personal data to a concrete User or other subject of personal data without using additional information;

6) Processing of the personal data - any action (operation) or set of actions (operations) made with use of means of automation or without use of such means with the personal data, including gathering, recording, systematization, accumulation, storage, specification (updating, change), extraction, use, transfer (distribution, granting, access), depersonalization, blocking, removal, destruction of the personal data;

7) The operator - a state body, municipal body, legal entity or individual, independently or together with other legal entities or individuals organizing and (or) carrying out processing of the personal data, and also defining purposes of processing of the personal data, structure of the personal data which are subject to processing, actions (operations), made with the personal data;

8) Personal data - any information relating directly or indirectly to a specific or determined User of the website <http://tension.ru>;

9) User - any visitor of the <http://tension.ru> website;

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

11) Personal data distribution - any actions directed on disclosing of the personal data to an indefinite circle of persons (transfer of the personal data) or on familiarization with the personal data of an unlimited circle of persons, including disclosing of the personal data in mass media, placing in information and telecommunication networks or granting access to the personal data in any other way;

12) Transborder transfer of the personal data - transfer of the personal data on territory of the foreign state to authority of the foreign state, the foreign individual or foreign legal entity;

13) Destruction of the personal data - any actions as a result of which the personal data are irrevocably destroyed with impossibility of the further restoration of the content of the personal data in information system of the personal data and (or) as a result of which material carriers of the personal data are destroyed.

3. IPT can process the following personal data of the User

- 1) Surname, name, patronymic;
- 2) E-mail address;
- 3) Phone numbers;
- 4) the site also collects and processes impersonal data about visitors (including "cookies") by means of Internet statistics services (Yandex Metrics and Google Analytics and others).
- 5) The above data further in the text of the Policy are united by the general concept of Personal Data.

4. Purposes of personal data processing

1) The purpose of processing the User's personal data is to inform the User by sending e-mails; provide the User with access to the services, information and/or materials contained on the Website.

2) IPT is also entitled to send the User notifications about new products and services, special offers and various events. The User can always refuse to receive information messages by sending a letter to IPT at info@tension.ru with the note "Refusal of notifications about new products and services and special offers".

3) Impersonal data of the Users collected with the help of the Internet-statistics services are used to collect information about the Users' actions on the site, to improve the quality of the site and its content.

5. Legal grounds for processing personal data

1) IPT processes the personal data of the User only in case they are filled in and/or sent by the User through special forms located at <http://tension.ru>. Filling in the corresponding forms and/or sending the personal data to IPT, the User expresses his consent to this Policy.

2) IPT processes the impersonal data about the User in case it is allowed in the settings of the User's browser (the saving of the "cookies" and the use of the JavaScript technology is enabled).

6. Procedure of collection, storage, transfer and other types of personal data processing

Safety of the personal data which are processed by IPT, is provided by realization of the legal, organizational and technical measures necessary for performance in full of requirements of the current legislation in the field of protection of the personal data.

1) IPT provides safety of the personal data and takes all possible measures excluding access to the personal data of the unauthorized persons.

2) The User's personal data will never, under any circumstances, be disclosed to third parties, except in cases related to the implementation of the applicable law.

3) In case of revealing inaccuracies in the personal data, the User can update them independently by sending a notice to IPT's e-mail address info@tension.ru with the note "Updating of personal data".

4) The term of personal data processing is unlimited. The user can at any moment withdraw his consent to the processing of personal data by sending a notice to IPT by e-mail to IPT's e-mail address info@tension.ru with the note "Withdrawal of consent to the processing of personal data".

7. Cross-border transfer of personal data

1) IPT before the beginning of realization of transboundary transfer of the personal data is obliged to be convinced that the foreign state on which territory it is supposed to carry out transfer of the personal data, reliable protection of the rights of subjects of the personal data is provided.

2) the transboundary transfer of the personal data in territory of the foreign states which are not meeting above-stated requirements, can be carried out only in case of the consent in writing of the subject of the personal data on transboundary transfer of its personal data and/or execution of the contract which party is the subject of the personal data.

8. Final provisions

1) The User can get any explanations on the questions concerning the processing of his personal data by contacting IPT by e-mail info@tension.ru.

2) This document will reflect any changes in the policy of personal data processing by IPT. The policy is valid indefinitely until it is replaced by a new version.

3) the current version of the Policy is freely available on the Internet at <http://tension.ru>.