**Privacy policy**

Personal Data Processing Policy

**1. General Provisions**

This personal data processing policy has been drawn up in accordance with the requirements of the Federal Law of 15.07.2006. No152-FZ "On Personal Data" and defines the procedure for processing personal data and measures to ensure the security of personal data taken by Individual Entrepreneur Vitaly Anatolyevich Kroshko, TIN 526106579882 (hereinafter referred to as the Operator).

1.1. The Operator sets as its most important goal and condition for the implementation of its activities the observance of human and civil rights and freedoms in the processing of his personal data, including the protection of the rights to privacy, personal and family secrets.

1.2. This policy of the Operator regarding the processing of personal data (hereinafter referred to as the Policy) applies to all information that the Operator can obtain about visitors to the https://pp-man.ru website.

**2. Basic Concepts Used in the Policy**

2.1. Automated processing of personal data – processing of personal data using computer technology;

2.2. Blocking of personal data – temporary suspension of personal data processing (except for cases where processing is necessary to clarify personal data);

2.3. Website – a set of graphic and information materials, as well as computer programs and databases that ensure their availability on the Internet at the network address https://pp-man.ru;

2.4. Personal data information system is a set of personal data contained in databases, and information technologies and technical means that ensure their processing;

2.5. Depersonalization of personal data — actions as a result of which it is impossible to determine the belonging of personal data to a specific User or other personal data subject without the use of additional information;

2.6. Personal data processing shall mean any action (operation) or a set of actions (operations) performed with personal data with or without the use of automation tools, including collection, recording, systematization, accumulation, storage, clarification (updating, modification), extraction, use, transfer (distribution, provision, access), depersonalization, blocking, deletion, destruction of personal data;

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

2.8. Personal data – any information relating directly or indirectly to a specific or identifiable User of the https://pp-man.ru website;

2.9. User – any visitor of the https://pp-man.ru website;

2.10. Provision of personal data – actions aimed at disclosing personal data to a certain person or a certain group of persons;

2.11. Distribution of personal data – any actions aimed at disclosing personal data to an indefinite number of persons (transfer of personal data) or at familiarization with personal data of an unlimited number of persons, including the publication of personal data in the media, posting in information and telecommunication networks or providing access to personal data in any other way;

2.12. Cross-border transfer of personal data shall mean the transfer of personal data to the territory of a foreign state to an authority of a foreign state, a foreign individual or a foreign legal entity;

2.13. Destruction of personal data – any actions as a result of which personal data are irretrievably destroyed with the impossibility of further restoration of the content of personal data in the personal data information system and (or) tangible media of personal data are destroyed.

**3. The Operator may process the following personal data of the User**

3.1. E-mail address;3.2. Phone numbers;3.3. The site also collects and processes impersonal data about visitors (including cookies) using Internet statistics services (Yandex Metrica and Google Analytics and others).3.4. The above data are hereinafter referred to in the Policy as Personal Data.

**4. Purposes of personal data processing**

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

4.2. The Operator also has the right to send notifications to the User about new products and services, special offers and various events. The User can always refuse to receive information messages by sending an email to the Operator info@pp-man.ru marked "Refusal to notify about new products and services and special offers".4.3. Anonymized data of Users collected using Internet statistics services, are used to collect information about the Users' actions on the site, improve the quality of the site and its content.

**5. Legal grounds for processing personal data**

5.1. The Operator processes the User's personal data only if they are filled in and/or sent by the User independently through special forms located on the https://pp-man.ru website.

5.2. The Operator processes anonymized data about the User if it is allowed in the settings of the User's browser (the storage of cookies and the use of JavaScript technology are enabled).

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

The security of personal data processed by the Operator is ensured by the implementation of legal, organizational and technical measures necessary to fully comply with the requirements of the current legislation in the field of personal data protection.

6.1. The Operator ensures the safety of personal data and takes all possible measures to exclude access to personal data by unauthorized persons.

6.2. The User's personal data will never, under any circumstances, be transferred to third parties, except in cases related to the implementation of current legislation.

6.3. In case of inaccuracies in personal data, the User can update them independently by sending a notification to the Operator's e-mail address info@pp-man.ru marked "Updating personal data".

6.4. The period of personal data processing is unlimited. The User may withdraw his consent to the processing of personal data at any time by sending a notification to the Operator by e-mail to the Operator's e-mail address info@pp-man.ru marked "Withdrawal of consent to the processing of personal data".

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

7.1. Prior to the cross-border transfer of personal data, the Operator is obliged to make sure that the foreign state to which the transfer of personal data is supposed to be carried out provides reliable protection of the rights of personal data subjects.

7.2. Cross-border transfer of personal data in the territory of foreign states that do not meet the above requirements may be carried out only if there is a written consent of the personal data subject to the cross-border transfer of his/her personal data and/or the performance of a contract to which the personal data subject is a party.

**8. Final Provisions**

8.1. The User can receive any clarifications on issues of interest regarding the processing of his personal data by contacting the Operator using e-mail info@pp-man.ru

8.2. This document will reflect any changes in the policy of processing personal data by the Operator. The policy is valid indefinitely until replaced by a new version.8.3. The current version of the Policy is freely available on the Internet at https://pp-man.ru/static/media.