#### 1. General Provisions

- 1.1 Individual Entrepreneur Svetlana Nikolaevna Oleksik (hereinafter referred to as the Operator) makes the observance of the rights and freedoms of citizens one of the most important conditions for carrying out its activities.
- 1.2 The Operator's Policy on the Processing of Personal Data (hereinafter referred to as the Policy) applies to all information that the Operator may receive about visitors to the website oleksik.pro. Personal data is processed in accordance with the Federal Law "On Personal Data" No. 152-FZ.

### 2. Basic Concepts Used in the Policy

- 2.1 Website a collection of graphic and information materials, as well as computer programs and databases that ensure their availability on the Internet at the network address oleksik.pro;
- 2.2 User any visitor to the website oleksik.pro;
- 2.3 Personal data any information related to the User of the website oleksik.pro;
- 2.4 Processing of personal data any action with personal data performed using a computer, as well as without using them;
- 2.5 Depersonalization of personal data actions that result in the impossibility without using additional information to determine the belonging of personal data to a specific User or person;
- 2.6 Dissemination of personal data any actions that result in disclosure of personal data to an indefinite number of persons;
- 2.7 Provision of personal data any actions that result in disclosure of personal data to a certain number of persons;
- 2.8 Destruction of personal data any actions that result in irretrievable destruction of personal data on a computer or any other media.

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

3.1 List of personal data processed by the Operator: last name, first name, middle name, phone number, email address.

3.2. In addition, the site collects and processes anonymized data about visitors (including cookies) using Internet statistics services (Yandex Metrica, Google Analytics and others).

### 4. Purposes of personal data processing

- 4.1 The User's personal data last name, first name, middle name, phone number, email address are processed for the following purpose: Application for registration in the personal account. The Operator has the right to send the User notifications about new products and services, special offers and various events. The User can always refuse to receive informational messages by sending a letter to the Operator at mail@oleksik.pro
- 4.2 Anonymized data of Users collected using Internet statistics services serve to collect information about the actions of Users 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 it is sent by the User through the forms located on the oleksik.pro website. By sending their personal data to the Operator, the User expresses their consent to this Policy.
- 5.2 The Operator processes anonymized data about the User if the User has allowed this in the browser settings (the saving of cookies and the use of JavaScript technology are enabled).

# 6. The procedure for collecting, storing, transferring and other types of processing personal data

- 6.1 The Operator ensures the safety of personal data and takes all possible measures to prevent unauthorized persons from accessing personal data.
- 6.2 The User's personal data will never, under any circumstances, be transferred to third parties, except in cases related to compliance with applicable law.
- 6.3. In the event of detection of inaccuracies in personal data, the User may update them by sending the Operator a notification by e-mail to the Operator's e-mail address mail@oleksik.pro, or to the Operator's postal address 127254, Moscow, Goncharova St., 17A, Bldg. 1, 26, with the note "Updating personal data".

6.4 The period for processing personal data is unlimited. The User may at any time revoke their consent to the processing of personal data by sending the Operator a notification by e-mail to the Operator's e-mail address mail@oleksik.pro, or to the Operator's postal address 127254, Moscow, Goncharova St., 17A, Bldg. 1, 26, with the note "Revocation of consent to the processing of personal data".

#### 7. Final Provisions

- 7.1. The User may obtain any clarifications on issues of interest concerning the processing of his personal data by contacting the Operator by e-mail mail@oleksik.pro, or by mail to the Operator's address 127254, Moscow, Goncharova St., 17A, bldg. 1, 26.
- 7.2. This document will reflect any changes to the Operator's personal data processing policy. In the event of significant changes, the User may be sent information to the e-mail address specified by him.