

# PERSONAL DATA PROCESSING AND PROTECTION POLICY

**Revision 03**

Moscow, 2022

## Contents

<b>1</b>	<b>General Provisions</b>	<b>3</b>
<b>2</b>	<b>The rights of the personal data subjects</b>	<b>3</b>
<b>3</b>	<b>Personal Data Processing: Purposes and Principles</b>	<b>4</b>
<b>4</b>	<b>Subjects of Personal Data</b>	<b>5</b>
<b>5</b>	<b>Key Measures for Personal Data Security</b>	<b>5</b>
<b>6</b>	<b>PROCEDURE FOR RESPONDING TO INQUIRIES FROM PERSONAL DATA SUBJECTS</b>	<b>6</b>

## 1 General Provisions

This Policy (the "Policy"), developed in accordance with the Federal Law No. 152-FZ dated 27 July 2006 "On Personal Data" (the "Personal Data Law"), is an internal fundamental regulatory document of Kept in Russia which determines its main areas of activity in terms of the processing and protection of personal data.

For the purposes of this Policy the Company/ Kept in Russia/ Kept/ Operator shall mean JSC "Kept", LLC Kept Tax and Advisory, LLC Kept Digital Products and JSC Kept Verification. Each of the abovementioned companies discretely represent an individual **Operator of the personal data**.

This Policy aims to implement the personal data processing and protection legislation requirements and also to protect the rights and freedoms of individuals and citizens when the Company processes their personal data.

The following terms are defined in the Policy:

**Security of personal data** - the state of protection of personal data from illegal acts, characterized by the ability of users, technical means and information systems to ensure the confidentiality, integrity and availability of personal data during their processing, regardless of their form.

**Confidentiality of personal data** - a mandatory requirement for the Operator or other person who has gained access to personal data not to disclose to third parties and not to allow their dissemination in the absence of the consent of the personal data subject or other legal grounds.

**Personal data processing** – any action (operation) or a combination of actions (operations) performed both automatically and manually with personal data, including collection, recording, arrangement, accumulation, storage, specification (updating, changing), extraction, use, distribution (including transfer), anonymizing, blocking and destruction of personal data.

**Operator of personal data** – legal entity or individual who independently or in cooperation with other entities organizes and/or processes personal data as well as determines the purposes and scope of personal data processing.

**Personal data (PD)** - any information referring directly or indirectly to a particular or identified individual (hereinafter referred to as "personal data subject").

**Personal data subjects** – the employees of the Company and other categories of PD subjects, specified in local legal acts of each of the Companies, whose PD is processed in the Company.

## 2 The rights of the personal data subjects

The PD subjects have the following rights:

- I. the right to receive information with respect to the processing of their PD in the Company as well as with respect to the PD processed under the Company's instruction to the extent and in a way provided by FL "On PD";
- II. the right to designate their representatives to defend their rights;
- III. the right to request an Operator to rectify, block or destroy their PD in the event that the PD are incomplete, out-of-date, inaccurate or unlawfully obtained or are not needed for the stated purpose of the processing, and shall have the right to take measures provided for by law to protect their rights;
- IV. the right to claim notification by the Company of all third parties to whom the incorrect or incomplete PD have been transferred on all amendments of PD;
- V. the right to get a free of charge access to their PD, including the right to get a copy of any PD entry, except as otherwise provided by federal laws;

- VI. the right to withdraw the consent for PD processing;
- VII. the right to terminate the PD processing
- VIII. the right to object against decisions taken solely on the basis of the automated processing of their PD as well as to receive clarifications from the Operator regarding the means by which the PD subjects may protect their rights and legitimate interests; the right to appeal against the actions or inaction of the Operator to the authorized body for the protection of the personal data subjects' rights or through the courts;
- IX. other rights provided by laws of the Russian Federation.

### **3 Personal Data Processing: Purposes and Principles**

The Company shall process PD fairly and lawfully, and only to the extent necessary to achieve certain previously determined legitimate purposes. Only those PD should be processed that meet their processing purposes. The content and scope of PD to be processed by the Company shall correspond to declared processing purposes; it is prohibited to process any redundant PD.

When the Company processes PD, it shall ensure their accuracy, adequacy and relevance in relation to processing purposes. The Company shall take all necessary measures to destroy (delete) or clarify incomplete or inaccurate PD.

The Company shall store PD in such a form as to allow the identification of the subject of the Personal Data, and for a period no longer than is required by their processing purposes if such a period of storage is not stipulated by the PD Law or contract (agreement) under which the PD subject acts as a party, beneficiary, or guarantor. Processed PD should be destroyed or sanitised as soon as their processing purposes are achieved or if they no longer need to be achieved, unless otherwise stipulated by the federal laws.

Information on the processing purposes, content and composition of PD, as well as on the subjects of PD whose data are processed by the Company, is contained in the Company's notice on PD processing submitted to the body that is authorised to protect the rights of the subjects of PD (Roskomnadzor), and in the event of any amendments applied thereto such information should be updated. In addition to this, the Company may process special categories of PD, including biometric personal data, in accordance with Russian PD legislation and with the prior written consent of the PD subjects.

In the course of its activity and with the consent of the PD subject, the Company may delegate and (or) assign operations on PD processing to another person, unless otherwise provided by the PD Law. In such case the parties' obligation to ensure the confidentiality and security of PD during their processing is a mandatory condition for delegating and (or) assigning operations on PD processing to another person.

The Company shall not place the subjects' PD a in the public domain without their preliminary consent.

In the course of its activity the Company may perform a cross-border transfer of PD across the state border of the Russian Federation pursuant to the PD Law and international treaties of the Russian Federation.

It is prohibited to make decisions in the Company which give rise to legal consequences for a PD subject or otherwise affect their rights and legitimate interests to be taken solely on the basis of the automated processing of PD, except otherwise provided by federal laws or upon the written consent of the PD subject.

## 4 Subjects of Personal Data

In the course of its main line of business the Company processes the PD of the following subjects (including, but not limited, to):

- Job seekers (included those in the talent pool), employees, including individuals whose employment contracts were terminated, their immediate family members;
- Visitors to Kept's events;
- Counterparties, clients, employees and other PD subjects of the Company's clients whose PD are processed under the service agreement, potential clients;
- Users of websites operating for the Company;
- Recommenders of job seekers.

## 5 Key Measures for Personal Data Security

In order to protect PD during their processing, the Company shall independently determine the content and list of measures that is necessary and sufficient for the performance of obligations stipulated by the PD Law. Such measures shall include, specifically, the following:

- the appointment of a PD processing manager;
- the adoption of documents determining the Operator's policy on PD processing, issuing internal regulations on PD processing, determining for each purpose of PD processing the categories and the list of PD processed, the categories of Personal data subjects, the methods and terms of processing and storage, the procedure for destroying PD when the achieving the goals of processing or when other legal grounds occur, as well as internal regulations establishing procedures, aimed at preventing and detecting violations of the legislation of the Russian Federation, and eliminating the consequences of such violations. Documents and local acts of the Company do not contain provisions restricting the rights of PD subjects, and also do not impose on the Company powers and obligations not provided for by the legislation of the Russian Federation.
- the application of legal, organisational and technical measures to protect PD;
- the performance of internal controls to assess compliance with the PD Law, as well as with the regulations and requirements on PD protection adopted thereunder, and with the Operator's policy on PD processing and its internal regulations;
- an assessment of the harm that might be caused to PD subjects in the event of a breach of legal requirements, the extent of such identified harm, and security measures taken by the Operator;
- familiarisation of the Company's staff directly involved in PD processing with PD Law requirements;
- arranging and (or) supervising activities related to the receipt and processing of applications and requests of PD subjects or their representatives;
- other measures for PD security applied by the Company.

The Company's management recognises the importance of and the need for PD protection, and encourages the constant improvement of the system designed to protect PD processed by the Company in the course of its main line of business.

## 6 PROCEDURE FOR RESPONDING TO INQUIRIES FROM PERSONAL DATA SUBJECTS

Types of inquiries from PD subjects

In accordance with the Federal Law on Personal Data, PD subjects or their representatives may submit the following inquiries (requests) to the Company:

- a) a request for information on the processing of PD, including:
  - confirmation of the fact of PD processing;
  - purpose and legal grounds of PD processing;
  - goals and methods used for PD processing purposes;
  - name and location of the Company, information about individuals (other than employees of the Company) who have access to PD or to who such PD may be disclosed on the basis of an agreement with the Company or on the basis of the federal law;
  - processed PD related to a relevant PD subject, PD acquisition source, unless a different procedure for the provision of such data is stipulated by the federal law;
  - PD processing time, including the related retention periods;
  - the procedure for exercising by the PD subject of the rights provided for by the Federal Law on Personal Data;
  - information about the performed or proposed cross-border data transfer;
  - name or surname, first name, patronymic and address of the individual processing PD on behalf of the Company, if the processing is or will be entrusted to this individual;
  - information about the measures taken by the Company necessary and sufficient to ensure the fulfillment of the obligations stipulated by the Personal Data Law;
  - other information stipulated by the Federal Law on Personal Data or other federal laws.
- b) a request to update / block / cease the processing / destroy PD should such PD be incomplete, outdated, inaccurate / illegally obtained / not necessary for the stated purpose of processing / the purpose of PD processing has been achieved;
- c) an objection to a decision made solely on the basis of the automated PD processing;
- d) withdrawal of consent to the processing of PD;
- e) request to terminate the PD processing.

Inquiries by PD subjects (representatives thereof) may be submitted to the Company both in writing via the Russian Post or electronically as provided for by the legislation of the Russian Federation, through a personal visit to the Company of a PD subject or over the phone.

All inquiries by PD subjects (representatives thereof) received in writing or electronically, as well as actions of handling such inquiries, shall be registered by the Company on the day the inquiry has been received (if received on a working day), or on the first working day following the day the inquiry has been received (if received on a non-working day), or on the day of handling the inquiry, respectively.

Where PD subjects (representatives thereof) contact the Company by phone, they must be informed of the need to either pay a personal visit to the Company or send a written inquiry thereto via the Russian Post or electronically as provided for by the legislation of the Russian Federation. If this is the case, the PD subject must be provided with the address to be used for sending written requests.

### **Requirements to the content of inquiries submitted by PD subjects**

When submitting an inquiry, a PD subject (or their representative) shall provide the following information:

- the number of the primary ID document of the PD subject or their legal representative;
- its date of issue and the issuing authority;
- information confirming the relationship between the PD subject and the Company (number and date of the contract, conventional verbal mark or other information) or information otherwise confirming the processing of PD by the Company;
- the signature by the PD subject's or their legal representative's own hand (where the inquiry is submitted electronically, it must be formalized as an e-document and certified by an electronic signature as provided for by the legislation of the Russian Federation). Where necessary, the Company may request additional information from the PD subject (or their representative).

In case the inquiry (request) by the PD subject does not contain all the information envisaged by the Federal Law on Personal Data or the PD subject does not have access rights to the requested information, a reasoned written refusal is sent to the requesting party.

Pursuant to Part 8 of Article 14 of the Federal Law on Personal Data, a PD subject's right of access to their PD may be restricted, including where PD subject's access to their PD violates the rights and legitimate interests of third parties.