

This Personal Data Privacy Policy (hereinafter — Privacy Policy) shall apply to all information that Roust Corporation, (hereinafter — the website) located on the domain name <http://roust.com/> (and its sub-domains) can obtain about the User during the use of the website <http://roust.com/> (and its sub-domains), its programs and its products.

1. Term definition

1.1 This Privacy Policy deals with the following terms:

1.1.1. «Operator» shall mean a legal entity acting by its own or together with other persons that organizes and (or) carries out the processing of personal data, as well as determines the purposes of processing personal data, the content of personal data to be processed, actions (operations) performed with personal data.

1.1.2. «Site Administration» (hereinafter referred to as the Administration) shall mean authorized Operator employees to manage the ROUST CORPORATION website. They act on behalf of the Operator and organize and (or) process personal data, as well as determine the purposes of processing personal data, the content of personal data to be processed, actions (operations) performed with personal data.

1.1.3. «Personal data» shall mean any information related directly or indirectly to a specific or identifiable natural person (the subject of personal data).

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

1.1.5. «Confidentiality of personal data» shall mean a mandatory requirement for the Operator or other person who has access to personal data not to disclose them to third parties and not to allow their dissemination without the consent of the subject of personal data or other legal grounds.

1.1.6. The «ROUST CORPORATION website» shall mean a set of interconnected web-pages located on the Internet at a unique address (URL): <https://roust.com/>, as well as its subdomains.

1.1.7. «Subdomains» shall mean pages or a set of pages located on third-level domains belonging to the ROUST CORPORATION website, as well as other temporary pages, at the bottom of which the contact information of the Administration is specified.

1.1.8. «User of the ROUST CORPORATION website» (hereinafter referred to as the User) shall mean a person accessing the ROUST CORPORATION website via the Internet and using the information, materials, and products of the ROUST CORPORATION website.

1.1.9. «Cookies» shall mean a small piece of data sent by a web server and stored on the user's computer, which the web client or web browser sends to the web server each time in an HTTP request when trying to open a page of the corresponding site.

1.1.10. «IP address» shall mean a unique network address of a node in a computer network through which the User gets access to the site.

2. **General provisions**

2.1. When using the ROUST CORPORATION website, the User accepts this Privacy Policy and the terms of processing the User's personal data and agrees to the processing of the personal data under the terms of this Privacy Policy.

2.2. If the User does not accept the terms of the Privacy Policy, it shall stop using the ROUST CORPORATION website.

2.3. This Privacy Policy applies to the ROUST CORPORATION website. The Website does not control and bear responsibility for the resources of third parties to which the User can click on the links available on the ROUST CORPORATION website.

2.4. The Administration does not verify the accuracy of the personal data provided by the User.

3. **Subject of the Privacy Policy**

3.1. This Privacy Policy establishes the obligations of the Administration for non-disclosure and ensuring the confidentiality of personal data that the User provides at the request of the Administration when registering on the ROUST CORPORATION website, when subscribing to an informational e-mail newsletter or when sending requests.

3.2. Персональные данные, разрешённые к обработке в рамках настоящей Политики конфиденциальности, предоставляются Пользователем путём заполнения форм на сайте ROUST CORPORATION и включают в себя следующую информацию:

3.2.1. The User's last name, first name, patronymic;

3.2.2. the User's contact phone number;

3.2.3. e-mail address;

3.2.4. the User's place of residence (if necessary);

3.2.5. a photo (if necessary).

3.3. the website protects the Data that is automatically transmitted when visiting the pages:

- IP address;
- information from cookies;
- information about the browser;
- access time;
- referrer (the address of the previous page).

3.3.1. Deactivating cookies may lead to the fact that you will lose access to parts of the site that require authorization.

3.3.2. The website collects statistics about the IP addresses of its visitors. This information is used for preventing, detecting, and solving technical problems.

3.4. Any other personal data not specified above (browsing history, browsers used, operating systems, etc.) is a subject to reliable storage and non-dissemination, except for the cases provided in paragraphs 5.2. and 5.3. of this Privacy Policy.

4. **Purposes of collecting the user's personal data**

4.1. The Administration might use the User's personal data for the following purposes:

4.1.1. Identification of the User registered on the ROUST CORPORATION website for its further authorization and other actions.

4.1.2. Providing the User with access to the personalized data of the ROUST CORPORATION website.

4.1.3. Establishing feedback with the User, including sending notifications and requests regarding using the ROUST CORPORATION website, providing services, and processing requests from the User.

4.1.4. Determining the User's location to ensure security and prevent fraud.

4.1.5. Confirmation of the accuracy and completeness of the personal data provided by the User.

4.1.6. Creating an account for using parts of the ROUST CORPORATION website if the User has agreed to create an account.

4.1.7. User notifications via email.

4.1.8. Providing the User with effective technical support in case of problems related to using the ROUST CORPORATION website.

4.1.9. Providing the User, with its consent, special offers, information on prices, newsletters and other information on behalf of the ROUST CORPORATION website.

4.1.10. Advertising upon the User consent.

5. Methods and terms of processing personal data

5.1. The processing of the User's personal data is carried out without a time limit, in any legal way, including in personal data information systems with or without automation tools.

5.2. The User agrees that the Administration has the right to transfer personal data to third parties, including, but not limited to: Operator's affiliates; organizations whose data centers host the Operator's servers; Operator's partners solely for executing the User's request made on the ROUST CORPORATION website including sending of documentation or e-mail messages.

5.3. The User's personal data may be transmitted to the authorized state authorities of the Russian Federation only on the grounds and as per the procedure established by the legislation of the Russian Federation.

5.4. In case of loss or disclosure of personal data, the Administration has the right not to inform the User about the loss or disclosure of personal data.

5.5. The Administration takes the necessary organizational and technical measures to protect the User's personal information from unauthorized or accidental access, deletion, change, blocking, copying, dissemination, as well as from other illegal actions of third parties.

5.6. The Administration, together with the User, takes all necessary measures to prevent losses or other negative consequences caused by the loss or disclosure of the User's personal data.

6. Rights and obligations of the parties

6.1. The user is entitled to:

6.1.1. Make a free decision on providing its personal data necessary to use of the ROUST CORPORATION website, and consent to their processing.

6.1.2. Update, add the information provided about personal data in case this information is changed.

6.1.3. The User has the right to receive information from the Administration regarding the processing of its personal data if such right is not restricted in compliance with federal laws. The User is entitled to demand from the Administration to clarify its personal data, block or destroy them if the personal data is incomplete, outdated, inaccurate, illegally processed or is not necessary for the stated purpose of processing, as well as to take measures provided for by law to protect its rights.

6.2. The Administration is obliged to:

6.2.1. Use the information received solely for the purposes specified in clause 4 of this Privacy Policy.

6.2.2. Ensure the storage of confidential information in secret, not to disclose it without the User's prior written consent, as well as not to sell, exchange, publish or disclose the User's personal data transmitted in other possible ways excepting the clauses 5.2 and 5.3. of this Privacy Policy.

6.2.3. Take protective measures to protect the confidentiality of the User's personal data according to the procedure usually used to protect this kind of information in the existing business practice.

6.2.4. Block the personal data related to the relevant User from the moment of the appeal or request of the User, or its legal representative or the authorized body to protect the personal data subject rights for the verification period, in case false personal data or illegal actions were found.

7. Liability of the parties

7.1. The Administration, which has not fulfilled its obligations, is liable for losses incurred by the User in connection with the illegal use of personal data as per the legislation of the Russian Federation, excepting the cases provided for in clauses 5.2., 5.3. and 7.2. of this Privacy Policy.

7.2. In case of loss or disclosure of personal data, the Administration does not bear responsibility if:

7.2.1. became public domain before its loss or disclosure.

7.2.2. was received from a third party before it was received by the Resource Administration.

7.2.3. was disclosed with the User's consent.

7.3. The user bears full responsibility for compliance with the requirements of the legislation of the Russian Federation, including the laws on advertising, on the protection of copyright and related rights, on the protection of trademarks and service marks, but not limited to the above, including full responsibility for the content and form of materials.

7.4. The User acknowledges that the responsibility for any information (including, but not limited to: data files, texts, etc.) to which it may have access as part of the ROUST CORPORATION website is borne by the person having provided such information.

7.5. The User agrees that the information provided to it as part of the ROUST CORPORATION website may be an object of intellectual property with the rights protected and belonging to other Users, partners, or advertisers posting such information on the ROUST CORPORATION website. The User is not entitled to make changes, lease, loan, sell, distribute or create derivative works based on such Content (in whole or in part), excepting the cases when such actions were expressly authorized in writing by the owners of such Content as per the terms of a separate agreement.

7.6. As for the text materials (articles, publications that are freely available on the ROUST CORPORATION website), their distribution is allowed if a link to the site is given.

7.7. The Administration bears no responsibility to the User for any loss or damage incurred by the User due to the deletion, failure, or inability to save any Content and other communication data contained on the ROUST CORPORATION website or transmitted through it.

7.8. The Administration bears no responsibility for any direct or indirect losses that occurred due to: the use or inability to use the site or several services, unauthorized access to User communications, statements, or behavior of any third party on the site.

7.9. The Administration bears no responsibility for any information posted by the user on the ROUST CORPORATION website, including, but not limited to: information protected by copyright, without the direct consent of the copyright owner.

8. **Dispute settlement**

8.1. Before applying to the court with a claim for disputes arising from the relationship between the User and the Administration, it is obligatory to submit a claim (a written proposal or an electronic proposal for a voluntary dispute settlement).

8.2. The claim recipient notifies the claim applicant in writing or electronically about the results of the claim review within 30 calendar days from the date of the claim receipt.

8.3. Disagreements that cannot be settled through negotiation are subject to settlement in the Arbitration Court of Moscow.

8.4. This Privacy Policy and the relations between the User and the Administration are subject to the current legislation of the Russian Federation.

9. **Miscellaneous provisions**

9.1. The Administration is entitled to make changes to this Privacy Policy without the User's consent.

9.2. The new Privacy Policy comes into force from the moment it is posted on the ROUST CORPORATION website unless otherwise provided for in the new version of the Privacy Policy.

9.3. Any suggestions or questions regarding this Privacy Policy should be reported to: info@roust.com

9.4. This current Privacy Policy is available on the page at <http://roust.com/privacy-policy>