

Personal data processing policy (hereinafter – Policy)

You & Partners carries out its activities in a wide range of areas, which include not only the direct provision of legal services, but also other related activities such as preparation of analytical materials, presentation of webinars and other socially beneficial events.

To ensure that our services always find their addressees we collect and process personal data of our contractors, participants of our events and other persons, who may be interested in our activities.

Therefore, pursuant to the legal requirements set forth in the Federal Law "On Personal Data" of 27.07.2006 No. 152-FZ (hereinafter – "152-FZ"), You & Partners – OOO "You & Partners" INN: 9710028462, OGRN 1177746437901, located at: 123001, Russia, Moscow, 9, Trekhprudnyy per. bld. 2, room 401 is an operator of personal data (hereinafter – "You & Partners").

This Policy is prepared in accordance with the applicable requirements of the legislation of the Russian Federation and outlines You & Partners' procedures for collecting, processing and protecting personal data from unauthorized use.

1. General terms

We may collect and use your personal information when:

- you access our website located at the following Internet address: <https://youandpartners.ru/> (hereinafter – "Website");
- you contact us with a question, complaint, send us your comments or remarks and suggestions (providing details such as name, contact details and contents of the request). In these cases, the subject has control over the personal data provided to us, and we will use it only for the purpose of preparing a response to the inquiry and dealing with the issue in the prescribed manner. Personal data mentioned above may include name, first name, patronymic, employer, job title, telephone number, e-mail address, and other business contact information;
- we provide services to our customers. In accordance with this Policy, we will only collect personal information that is necessary to fulfill these purposes, and we ask our customers to provide personal information only in pursue of these purposes. When it is necessary to process personal data in order to provide our services, we ask our customers to obtain the consent of the relevant person and forward the necessary notifications to the subjects of data processing;
- manage our relationships with suppliers and subcontractors, enter into contractual relationships with them and receive their services.

Collection of the personal data of the persons who we contact and the entry of this personal data into the You & Partners database can only be initiated by the users.

2. Definitions

"Personal data" - any information directly or indirectly relating to an identified or unidentified person.

"Personal data processing" means any action (operation) or a set of actions (operations) performed in relation to personal data with or without the use of any means of automation, including collection, recording, systematization, accumulation, storage, clarification (updating, correction), extraction, use, transfer (distribution, provision, access), anonymization, blocking, removal of personal data.

3. Principles of data processing

- processing of personal data is carried out on a lawful and unbiased basis;
- only personal data that meets the processing purposes shall be processed;
- the content and scope of the processed personal data corresponds to the stated processing purposes. The processed personal data shall not be excessive in relation to the stated processing purposes;
- processing of personal data is limited to specific, predetermined and legitimate purposes;
- we take all necessary measures to ensure the security of personal data during its processing;
- we respect the rights and legitimate interests of personal data subjects and protect them whilst processing personal data.

4. Collected data

We may collect the following types of data:

- personal data that you submit when you fill out information fields on our Website, including the "Contact Us" form or when you register your interest in our events;
- personal data and other information contained in communications you send us;
- technical data that is automatically transferred by the device that you use to access our Website, including device specifications, IP address, information saved in cookies, browser information, date and time of access to the Website, addresses of requested pages and other technical information;
- personal data that we need to obtain and process in order to provide legal services and their results or to provide and obtain other professional advice.

5. Purposes of personal data processing

We may process personal data solely for the purposes for which it was provided, including:

- providing you with information about You & Partners and our services and events;
- responding to your inquiries and responding to requests of obtaining additional information;
- organizing your participation in our events and surveys;
- sending you our newsletters;
- distributing any requested reference materials;
- submission of CVs;
- fulfilling the legal, regulatory and professional obligations imposed on You & Partners by Russian law;
- complying with client acceptance policy;
- provision and receipt of professional services;
- developing our activities and services;
- submitting personal data to You & Partners employees for the purposes of providing services and attracting new clients;
- performing analytical research;
- administering our operations, internal services management and development processes, including:
 - managing our client relationships;
 - developing our services and activities (in particular, identifying customer needs and opportunities to improve the efficiency and quality of service delivery);
 - maintaining and using appropriate information systems;
 - organizing and conducting events;
 - administering our Website;
 - performing security, quality, and risk management activities, including:
 - detecting, investigating and remediating security threats;
 - monitoring the quality of our services and managing client-related risks through our standard customer acceptance and contracting procedures;
 - controlling the quality of our services and managing risks related to our suppliers and subcontractors through our contracting procedures;

- for other purposes with your consent.

We process technical data to:

- to ensure the operation and security of our website;
- to improve the quality of our websites.

We do not make decisions that give rise to legal consequences for you or otherwise affect your rights and legitimate interests based solely on the automated processing of personal data.

6. Your rights

Ensuring the protection of your rights and freedoms in the area of personal data is an important condition for You & Partners.

To ensure that your rights and freedoms are protected, at your request we will:

- confirm whether we process your personal data and provide you with an opportunity to review it within 30 days of receiving your request;
- inform you of the source and contents of your personal data that we process;
- inform you of the legal basis, purposes, periods and methods of processing your personal data;
- amend your personal data, if you confirm that they are incomplete, inaccurate or irrelevant, within 7 working days of receipt of such confirmation and notify you of the amendments made;
- inform you of any cross-border transfer of your personal data that has taken or may take place;
- inform you of the name and location of organizations that have access to your personal data and to which your personal data may be disclosed with your consent;
- inform you of the legal name or surname, first name, patronymic and address of the persons to whom processing of your personal data with your consent may be entrusted;
- inform you of the procedures in which we exercise your rights when processing your personal data;
- unsubscribe you from our newsletter;
- stop processing your personal data within 30 days from the date of receipt of revocation of consent, unless there are other legal grounds for the processing of personal data provided by the legislation of the Russian Federation;
- stop the processing of your personal data, if it is confirmed that we process them unlawfully, and notify you of the measures taken;

- destroy your personal data, if it is confirmed that they were obtained illegally or do not comply with the stated purposes of processing, within 7 working days from the date of receipt of relevant confirmation and notify you about the measures taken;
- answer your questions about your personal data that we process.

7. How you can contact us

You can contact us with an inquiry or a complaint regarding the processing of your personal data by sending us a letter stating the purpose of providing us with your data and the operations we perform for their processing to the following e-mail: info@youandpartners.ru or to: Moscow, 9, Trekhprudnyy per., bld. 2, room 401. We may ask you for additional information relating to your request, which may be necessary to address your inquiries.

8. Withdrawal of consent to processing your personal data

You can send us a withdrawal of consent to processing your personal data attaching the subject line "Withdrawal of consent to processing personal data" on the following email address: info@youandpartners.ru or to: Moscow, 9, Trekhprudnyy per., bld. 2, room 401.

9. Terms and procedure of personal data transfer and place of data processing

We will only share personal data with other parties if there is a legitimate reason to do so. When we share data with other parties, we enter into contracts and use security mechanisms to protect the data and comply with our security, privacy and protection standards.

We may transfer personal data we hold:

- to the third parties who provide applications, functionality, data processing services or IT services to us;
- we engage third parties to support us in performing services and to provide us with internal IT systems and to help us operate and manage them. For example, providers of digital technologies, cloud software, website hosting and management services, data analytics, data backup, and data protection and storage services. The servers that run the cloud infrastructure are located in secure data centers around the world, and personal data may be stored on one of those servers;
- to the third parties who assist us in providing services, products or information;
- auditors and other professional consultants;
- law enforcement or other governmental or regulatory authorities and other third parties as required by applicable laws and regulations.

10. Personal data security

In order to ensure the security of your personal data during its processing we take necessary and sufficient legal, organizational and technical measures to protect personal data from unauthorized or accidental access, its destruction, change, blocking, copying, provision, distribution, and other unlawful actions.

11. Termination of personal data processing

We will cease to process your personal data:

- upon the occurrence of the conditions of cessation of personal data processing or upon the expiration of specified time limits;
- on achieving the purposes of its processing or in case of loss of necessity in achieving these purposes;
- at your request, if the processed personal data is illegally obtained or is not necessary for the stated purpose of processing;
- in case of detecting unlawful processing of personal data, if it is impossible to ensure the lawfulness of processing;
- upon expiry of your consent to personal data processing or in case of withdrawal of such consent by you, if there are no other legal grounds for personal data processing provided by the legislation of the Russian Federation;
- in case of liquidation of You & Partners.

12. Cookies

We use cookies. Cookies are small text files that are placed on your computer's hard drives when you visit websites, designed to make the websites work more effectively and to let the website owner know about your preferences. The use of cookies is now standard practice for most websites. Most browsers allow you to view and manage cookies, or to refuse cookies and remove them from your hard drive.

13. Links to third-party websites

Our Website may contain links to third-party websites and services over which we have no control. We are not responsible for the security or privacy of any information collected by third party sites or services.

14. Policy amendments

We may update this Policy as needed. We encourage you to keep yourself up to date with the latest versions of this Policy. By continuing to use our Website after we have changed this Policy, you agree to the changes.

If you have any questions about how You & Partners collects and processes personal data, you can contact us at the following email address: info@youandpartners.ru