

Moscow

1. General Provisions

1.1. This personal data processing policy is published and applied by IT Kantara Group OÜ (hereinafter referred to as the Operator) in accordance with the requirements of Federal Law No. 152-FZ dated July 27, 2006 "On Personal Data" and determines the procedure for processing personal data and measures for ensuring the security of personal data about individuals and legal entities.

1.2. The purpose of this Privacy Policy is to ensure proper protection of information about the User, including their personal data from unauthorized access and disclosure.

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

1.4. This Operator's policy 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 website <https://meleton.ru>.

1.5. Relations associated with the collection, storage, distribution and protection of information about users are governed by this Privacy Policy and the current legislation of the Russian Federation.

2. Purposes of collecting and processing personal data of Users

2.1. The processing of the User's personal data is carried out in accordance with the legislation of the Russian Federation.

2.2. The purpose of processing the User's personal data is to provide the User with access to services, information and/or materials contained on the website.

2.3. The Operator 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 informational messages by sending an email to the Operator at main@meleton.ru with the note "Refusal of notifications about new products and services and special offers" or on the Site by clicking the "Unsubscribe from mailing" button.

2.4. The Operator processes the User's personal data only if it is filled in and/or sent by the User independently through special forms located on the website <https://meleton.ru>. By filling out the appropriate forms and / or sending his personal data to the Operator, the User agrees with this Policy.

2.5. The Operator can process the following personal data of the User, namely surname, name, patronymic; sex; age; phone number; e-mail address; passport data; place of residence (city, region); the goals of the classes; hobbies and interests; sphere of professional activity; recording of the conducted classes; audio and video recordings of classes with the participation of the User; image (photo uploaded through the Site or indicated in a social network / electronic service); links to social media profiles; payment information. The site also collects and processes anonymized data about visitors (the storage of cookies and the use of JavaScript technology is enabled), collected using Internet statistics services (Yandex Metrika and Google Analytics and

others) and is used to collect information about the actions of Users on the site improving the quality of the site and its content.

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

3.1. The security of personal data processed by the Operator is ensured through 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.

3.2. The operator takes technical, organizational and legal measures in order to ensure the protection of the User's personal data from unauthorized or accidental access to them, destruction, modification, blocking, copying, distribution, as well as from other illegal actions.

3.3. The Operator provides access to the User's personal data to employees, contractors and Affiliates who need this information to ensure the functioning of the Site, Services, sale of goods, receiving a non-exclusive license by the user.

3.4. The Operator has the right to use the information provided by the User, including personal data, in order to ensure compliance with the requirements of the current legislation of the Russian Federation (including in order to prevent and/or suppress illegal and/or unlawful actions of Users). The disclosure of the information provided by the User can be produced only in accordance with the current legislation of the Russian Federation at the request of the court, law enforcement agencies, as well as in other cases provided for by the legislation of the Russian Federation.

3.5. The Operator does not verify the accuracy of the information provided by the User and assumes that the User in conscientiousness provides reliable and sufficient information, takes care of the timeliness of making changes to the previously provided information if necessary, including, but not limited to change the phone number.

4. Modification and deletion of personal data

4.1. The User can at any time change (update, supplement) the personal information provided by him or a part of it, as well as the parameters of its confidentiality, using the function of editing personal data in section, or in the personal section of the corresponding Service. The User is obliged to take care of the timeliness of making changes to the previously provided information, its updating, otherwise the Operator is not responsible for non-receipt of notifications, goods / services, etc.

4.2. The User must independently change (update, supplement) the personal information provided by them in the event of a change in personal data.

4.3. The User can also delete the personal information provided by within a certain account. At the same time, deleting an account may result in the inability to use some Services.

4.4. The Operator is not responsible for the completeness and relevance of the information provided by the User.

5. Dispute Resolution

5.1. All possible disputes arising from relations regulated by this Policy are resolved in accordance with the procedure established by the current legislation of the Russian Federation, in accordance with the norms of Russian law.

5.2. Compliance with the pre-trial (claim) dispute settlement procedure is mandatory.

6. Changes to the Privacy Policy

6.1. The privacy policy is valid indefinitely until it is replaced by a new version.

6.2. The Operator has the right to make changes to this Privacy Policy without the consent of the User.

6.3. The new Privacy Policy comes into force from the moment of its publication, unless otherwise provided by the new edition of the Privacy Policy.

6.4. Continuing to use the Site after making such changes confirms the User's consent to such changes.

6.5. The current version of the Privacy Policy is freely available on the Internet at <https://meleton.ru/policy>.

7. Final provisions

7.1. The user can receive any clarifications on issues of interest regarding the processing of their personal data by contacting the Operator via e-mail main@meleton.ru

7.2. The request sent by the User must contain the following information:

for an individual:

- number of the main identity document of the User or his representative;
- information about the date of issue of the specified document and the issuing authority;
- the date of registration through the Feedback Form;
- request text in free form;
- the signature of the User or their representative.

for a legal entity:

- a request in free form on a letterhead;
- date of registration through the Feedback Form;
- the request must be signed by an authorized person with the attachment of documents

confirming the authority of the person.

7.3. The Operator undertakes to consider and send a response to the User's request within 30 days from the date of receipt of the request.

7.4. All correspondence received by the Operator from the User (requests in written/ electronic form) refers to information of limited access and is not subject to disclosure without the written consent of the User. Personal data and other information about the User who sent the request cannot be used without the special consent of the User otherwise than to respond to the topic of the request received or in cases expressly provided for by law.

8. Information about the Operator

IT Kantara Group OÜ

Address: Harju maakond, Tallinn, Lasnamäe linnaosa, Punane tn 68-170, 13619

PSRN: 1197746603780
TIN / IEC: 7722480101/772201001