Privacy and Personal Data Processing Policy

1. General Provisions

1.1. This privacy and personal data processing policy is drawn up in accordance with the requirements of the Federal Law of 27.07.2006 No. 152-FZ "On Personal Data" (hereinafter referred to as the Personal Data Law) and determines the procedure for processing personal data placed on the website on the Internet at: https://art3d.world/ (hereinafter referred to as the Website) and measures to ensure the security of personal data taken by "Art 3D-Graphics" LLC (hereinafter referred to as the Operator).

1.2. The Operator sets as its goal and condition for the implementation of its activities the compliance with human and civil rights and freedoms when processing their personal data, including the protection of rights to privacy, personal and family secrets. This Policy applies exclusively to the Website. The Operator does not control and is not responsible for third-party websites to which the User can switch via links available on the Website.

2. Basic Terms and Concepts Used in the Policy

2.1. Personal data processing — any action (operation) or set of actions (operations) performed using automation tools or without using such tools with personal data, including collection, recording, systematization, accumulation, storage, clarification (updating, modification), extraction, use, transfer (distribution, provision, access), depersonalization, blocking, deletion, destruction of personal data.

2.2. Blocking of personal data — temporary termination of personal data processing (except for cases when processing is necessary to clarify personal data).

2.3. Website — an interactive service owned by the Owner, accessible at a unique address on the Internet https://art3d.world/

2.4. Personal data information system — a set of personal data contained in databases, and information technologies and technical means ensuring their processing.

2.5. Depersonalization of personal data — actions as a result of which it is impossible to determine without the use of additional information the ownership of personal data to a specific User or other subject of personal data.

2.6. Operator — Limited Liability Company "Art 3D-Graphics" (OGRN 1047796217941), including authorized employees for Website management acting on behalf of the Operator, who organize and (or) carry out the processing of personal data, as well as determine the purposes of personal data processing, the composition of personal data to be processed, actions (operations) performed with personal data.

2.7. Personal data — any information relating to a directly or indirectly determined or determinable physical person (subject of personal data).

2.8. Website User — any visitor to the website https://art3d.world/

2.9. Provision of personal data — actions aimed at disclosing personal data to a specific person or a specific circle of persons.

2.10. Distribution of personal data — any actions aimed at disclosing personal data to an indefinite circle of persons (transfer of personal data) or at acquainting an unlimited circle of persons with personal data, including publication of personal data in the media, placement in information and telecommunication networks or providing access to personal data in any other way.

2.11. Cross-border transfer of personal data — transfer of personal data to the territory of a foreign state to an authority of a foreign state, a foreign physical or foreign legal entity.

2.12. Destruction of personal data — any actions as a result of which personal data are destroyed permanently with the impossibility of further recovery of the content of personal data in the personal data information system and (or) material carriers of personal data are destroyed.

2.13. Cookies – 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.

3. Basic Rights and Obligations of the Operator

3.1. The Operator has the right to receive reliable information and/or documents containing personal data from the subject of personal data.

3.2. The Operator is obliged to:

— provide the subject of personal data, at their request, with information concerning the processing of their personal data;

— organize the processing of personal data in the manner established by the current legislation of the Russian Federation;

— respond to appeals and requests of personal data subjects and their legal representatives in accordance with the requirements of the Personal Data Law;

— report to the authorized body for the protection of the rights of personal data subjects at the request of this body the necessary information within 30 days from the date of receipt of such a request;

— publish or otherwise provide unrestricted access to this Policy regarding the processing of personal data;

— take legal, organizational, and technical measures to protect personal data from unauthorized or accidental access, destruction, modification, blocking, copying, provision, distribution, as well as from other unlawful actions;

— stop the transfer (distribution, provision, access), stop processing and destroy personal data in the manner and cases provided for by the Personal Data Law;

— fulfill other duties provided for by the Personal Data Law.

4. Basic Rights and Obligations of Personal Data Subjects

4.1. The Website User has the right to receive information regarding the processing of their personal data, including that containing:

— confirmation of the fact of personal data processing by the Operator;

— legal grounds and purposes of personal data processing;

— methods of personal data processing applied by the Operator;

— name and location of the Operator, information about persons (except for employees of the Operator) who have access to personal data or to whom personal data may be disclosed on the basis of a contract with the Operator or on the basis of a federal law;

— processed personal data relating to the relevant subject of personal data, the source of their receipt, unless another procedure for submitting such data is provided for by federal law;

— terms of personal data processing, including terms of their storage;

— the procedure for the exercise by the subject of personal data of the rights provided for by the Federal Law "On Personal Data";

— information on the implemented or suspected cross-border transfer of personal data;

— the name or surname, first name, patronymic, and address of the person processing personal data on behalf of the Operator, if the processing is or will be entrusted to such a person;

— other information provided for by the Federal Law "On Personal Data" or other federal laws.

4.2. Demand from the operator the clarification of their personal data, their blocking or destruction if the personal data are incomplete, outdated, inaccurate, illegally obtained or are not necessary for the stated purpose of processing, as well as take measures prescribed by law to protect their rights.

4.3. To withdraw consent to the processing of personal data.

4.4. Appeal to the authorized body for the protection of the rights of personal data subjects or in court against unlawful actions or inaction of the Operator when processing their personal data.

4.5. To exercise other rights provided for by the legislation of the Russian Federation.

4.6. Personal data subjects are obliged to provide the Operator with reliable data about themselves.

5. The Operator may process the following personal data of the User:

— Surname, first name, patronymic

— Email address

— Phone numbers

— Company name

5.1. The above data are hereinafter collectively referred to as Personal Data.

5.2. Processing of biometric personal data and special categories of personal data concerning racial, national origin, political views, religious or philosophical beliefs, health status, intimate life is not carried out on the Website.

5.3. Consent to the processing of personal data allowed for distribution is provided by the User to the Operator directly.

5.4. Transmission (distribution, provision, access) of personal data allowed by the subject of personal data for distribution must be terminated at any time upon request of the subject of personal data. This request must include a list of personal data, the processing of which is subject to termination. The personal data specified in this request can only be processed by the Operator to whom it is sent.

5.5. The condition for terminating the processing of personal data may be the achievement of the purposes of personal data processing, the expiration of the period of personal data processing, the withdrawal of the Website User's consent to the processing of their personal data, as well as the identification of unlawful personal data processing.

5.6. To maintain statistics and analyze the operation of the Website, the Operator processes, using metric services Yandex Metrica and/or Google Analytics and/or other systems, such data as:

— IP address

— browser information

— data from cookies

— access time

— referrer (address of the previous page)

5.7. The Operator processes depersonalized data about the User if this is allowed in the User's browser settings (saving of cookies and use of JavaScript technology is enabled).

5.8. In case of refusal to process cookies, the User must stop using the Website or disable the use of cookies in the browser settings, while some functions of the Website may become unavailable.

5.9. Upon the first visit to the website, the User provides consent to the processing of cookies through a notification banner.

6. Principles of Personal Data Processing

6.1. Personal data processing is carried out on a lawful basis. The legal grounds for personal data processing by the Operator/Owner are:

— Civil Code of the Russian Federation

— Federal Law of 27.07.2006 No. 152-FZ "On Personal Data"

— Federal Law of the Russian Federation of 27.07.2006 No. 149-FZ "On Information, Information Technologies and Information Protection"

— Decree of the Government of the Russian Federation of 01.11.2012 No. 1119 "On approval of requirements for the protection of personal data during their processing in personal data information systems"

— Decree of the Government of the Russian Federation of 15.09.2008 No. 687 "On approval of the regulation on the specifics of personal data processing carried out without the use of automation tools"

— Order of FSTEC of Russia of 18.02.2013 No. 21 "On approval of the Composition and content of organizational and technical measures to ensure the security of personal data during their processing in personal data information systems"

— Federal Law of the Russian Federation "On Advertising" No. 38-FZ

— Other applicable regulatory legal acts

— User's consent to the processing of personal data

6.2. Personal data processing is limited to the achievement of specific, predetermined, and lawful purposes. Processing of personal data incompatible with the purposes of personal data collection is not allowed.

6.3. Website Users give their consent to the processing of their personal data in the following cases:

— when filling out the feedback form on the Website;

— during any use of the Website;

— when subscribing to the newsletter.

6.4. Storage of personal data is carried out in a form that allows determining the subject of personal data, no longer than required by the purposes of personal data processing, unless the storage period of personal data is established by federal law, a contract to which the subject of personal data is a party, beneficiary, or guarantor. Processed personal data are destroyed or depersonalized upon achievement of the processing goals or in case of loss of the need to achieve these goals, unless otherwise provided by federal law.

6.5. List of personal data of Users processed on the Website using automation tools:

— surname, first name, patronymic

— phone number

— email address

— company name

— other information that the User decided to provide

6.6. The Operator processes the User's personal data only if they are filled in and/or sent by the User independently through special forms located on the website https://art3d.world/ or sent to the Operator via email. By filling out the relevant forms and/or sending their personal data to the Operator, the User expresses their consent to this Policy.

6.7. The subject of personal data independently decides on the provision of their personal data and gives consent freely, of their own free will and in their own interest. In this regard, the Operator/Owner proceeds from the fact that when providing personal data on the Website, the User:

— is a capable person. In case of incapacity of the person using the Website, consent to the processing of personal data is provided by the legal representative of the User who has read and accepted the conditions of personal data processing specified in this Policy;

— indicates reliable information about themselves or about the represented incapable person in volumes necessary for using the Website. The User independently maintains the provided personal data in an up-to-date state;

— realizes that information on the Website placed by the User about themselves may become available to other Website Users, can be copied and distributed by such Users in cases provided for by the Policy.

6.8. Placement of the User's personal data on the Website (including reviews, comments, images, and other information allowing to identify the User) is carried out exclusively on the basis of a separate consent, executed in written or electronic form.

6.9. Storage and processing of Users' personal data is carried out using databases located on the territory of the Russian Federation.

7. Purposes of Personal Data Processing

7.1. Personal data of Website Users are processed for the following purposes:

— sending the User advertising messages, newsletters about products, services of the Operator/Owner and its partners, about special offers, promotions, prize draws, contests, surveys to the User's email address via mailing list, SMS messages, push notifications;

— establishing feedback with the Website User, including sending notifications, requests and processing them, as well as processing requests and applications from the User in order to further conclude and execute a contract;

— receiving and publishing reviews;

— personnel selection;

— keeping statistics and analysis of the Website operation;

— conclusion of contracts and execution of obligations by the Operator/Owner to the User under them;

— placement on the Website, in official groups of social networks and other communities of the Operator/Owner on the Internet, other advertising and information sources, for purposes not related to establishing the identity of the User;

— improving the quality of service to the User and modernization of the Website by processing requests and applications from the User, as well as for the purpose of recording telephone conversations with the Operator/Owner, to improve the quality of service, to preserve evidence in the event of disputes between the Operator/Owner and the User.

7.2. Also, the Operator has the right to send the User notifications about new products and services, special offers, and various events, in the event that the User has given their consent to this in an explicit form, through a special form on the Website (consent to receive advertising materials). The User can always refuse to receive information messages by sending the Operator an email to welcome@art3d.world marked "Refusal of notifications about new products and services and special offers".

7.3. Depersonalized 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.

7.4. The Operator processes depersonalized data about the User if this is allowed in the User's browser settings (saving of cookies and use of JavaScript technology is enabled).

7.5. The Operator does not check the accuracy of the information provided by the User and assumes that the User provides accurate and sufficient information, monitors its relevance.

8. Conditions of Personal Data Processing

8.1. Personal data processing is carried out on the basis of:

— Article 6 of Federal Law No. 152-FZ "On Personal Data";

— consent of the subject of personal data;

— conclusion and execution of contracts.

8.2. Processing of personal data is carried out, access of an unrestricted circle of persons to which is provided by the subject of personal data or at their request (hereinafter — public personal data).

9. Procedure for Collection, Storage, Transfer and Other Types of Personal Data Processing

9.1 The security of personal data processed by the Operator is ensured by implementing legal, organizational, and technical measures necessary to fully comply with the requirements of current legislation in the field of personal data protection.

9.2. The Operator ensures the safety of personal data and takes all possible measures to exclude access to personal data of unauthorized persons.

9.3. Personal data of subjects may be transferred to third parties in the following cases:

— to a hosting provider — to ensure the efficiency and security of the site;

— to a CRM system provider — for processing requests, maintaining a client base, and executing contracts;

— to an email service provider — for sending notifications, letters, and other information at the user's request.

The transfer is carried out only in the volume necessary to fulfill the specified purposes, on the basis of contracts with the relevant counterparties ensuring compliance with the requirements of legislation in the field of personal data. The Operator does not transfer personal data to other third parties, except for cases provided for by the legislation of the Russian Federation, as well as if the subject of personal data

has given consent to the Operator to transfer data to a third party to fulfill obligations under a civil law contract.

Transfer of personal data to third parties is carried out under the following conditions:

— the third party processes personal data using databases on the territory of the Russian Federation;
— the third party ensures the confidentiality of personal data during their processing and use; undertakes not to disclose to other persons, as well as not to distribute personal data of Users without their consent;
— the third party guarantees compliance with the following measures to ensure the security of personal data during their processing: use of information security tools; detection and recording of facts of unauthorized access to personal data and taking measures to restore personal data; restriction of access to personal data; registration and accounting of actions with personal data; control and evaluation of the effectiveness of the measures applied to ensure the security of personal data. The third party is prohibited from transferring and distributing personal data.

9.4. In case of detection of inaccuracies in personal data, the User can update them independently by sending a notification to the Operator's email address welcome@art3d.world marked "Personal data update".

9.5. Personal data are processed and stored for the period necessary to achieve the goals of their processing, but no longer than 5 (five) years from the moment of the last data submission by the User, unless otherwise established by the requirements of the legislation of the Russian Federation. The User has the right to withdraw their consent to the processing of personal data at any time by sending a notification to the Operator's email address welcome@art3d.world marked "Withdrawal of consent to personal data processing". In case of withdrawal of consent, the Operator stops processing and destroys the User's personal data, except for cases when processing is necessary to perform obligations under the legislation of the Russian Federation.

9.6. All information collected by third-party services, including payment systems, means of communication, and other service providers, is stored and processed by the specified persons (Operators) in accordance with their User Agreement and Privacy Policy. The personal data subject and/or User is obliged to independently familiarize themselves with the specified documents in a timely manner. The Operator is not responsible for the actions of third parties, including the service providers specified in this paragraph.

9.7. Prohibitions established by the subject of personal data on the transfer (except for providing access), as well as on processing or conditions of processing (except for obtaining access) of personal data allowed for distribution, do not apply in cases of processing personal data in state, public, and other public interests defined by the legislation of the Russian Federation.

9.8. The Operator ensures the confidentiality of personal data when processing personal data.

9.9. The Operator stores personal data in a form that allows determining the subject of personal data, no longer than required by the purposes of personal data processing, unless the storage period of personal data is established by federal law, a contract to which the subject of personal data is a party, beneficiary, or guarantor.

9.10. The condition for terminating the processing of personal data may be the achievement of the purposes of personal data processing, the expiration of the consent of the subject of personal data or the withdrawal of consent by the subject of personal data, as well as the identification of unlawful personal data processing.

9.11. Upon achievement of the processing goals, the data are deleted without the possibility of recovery.

10. List of Actions Performed by the Operator with Received Personal Data

10.1. The Operator carries out collection, recording, systematization, accumulation, storage, clarification (updating, modification), extraction, use, transfer (distribution, provision, access), depersonalization, blocking, deletion, and destruction of personal data.

10.2. The Operator carries out automated processing of personal data with receipt and/or transmission of the received information via information and telecommunication networks or without it.

11. Cross-Border Transfer of Personal Data

11.1. The Operator has the right to carry out cross-border transfer of personal data to the territory of foreign states, including those that do not provide adequate protection of the rights of personal data subjects.

11.2. Cross-border transfer of personal data can be carried out to the territory of foreign states, including those that do not provide adequate protection of the rights of personal data subjects. In such cases, the transfer is carried out only if there is a separate consent of the User, executed in written or electronic form in accordance with the requirements of the legislation of the Russian Federation. Within the framework of the Operator's use of cloud services (for example, Google Workspace, etc.), placement and processing of personal data on servers located outside the Russian Federation is possible. The Operator takes the necessary legal, organizational, and technical measures to protect personal data.

11.3. The User is notified of possible risks associated with insufficient protection of personal data in foreign states and confirms their informed consent to such transfer. Such a transfer can be carried out, including when using third-party services on the Website (for example, electronic newsletter services and form processing), which are located outside the Russian Federation.

12. Confidentiality of Personal Data

The Operator and other persons who have obtained access to personal data are obliged not to disclose to third parties and not to distribute personal data without the consent of the subject of personal data, unless otherwise provided by federal law.

13. Final Provisions

13.1. The User can get any clarifications on matters of interest regarding the processing of their personal data by contacting the Operator via email welcome@art3d.world.

13.2. This document will reflect any changes to the personal data processing policy by the Operator. The Policy is valid indefinitely until replaced by a new version.

13.3. The current version of the Policy is freely available on the Internet at https://art3d.world/.

13.4. Operator/Owner Details

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