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## **Data privacy Policy**

Protecting your personal data is very important to us. Therefore, in the following we would like to inform you about our data protection principles. LLC «Karfidov Lab» is committed to upholding these principles, allowing you to do business with us within a trustworthy process.

### **1. LLC «KARFIDOV LAB» PRIVACY PRINCIPLES**

LLC «Karfidov Lab» respect and take privacy seriously. Here are our cogent privacy promises as a show of good faith

- LLC «Karfidov Lab» will be transparent with you about how we use your Personal Data. This includes informing you about what information we collect, what we do with it, with whom we share it and whom you should contact if you have any concerns
- LLC «Karfidov Lab» will protect online and offline data in line with the latest technology at our disposal.
- LLC «Karfidov Lab» will take reasonable steps to make sure no unauthorized person accesses your Personal Data.
- LLC «Karfidov Lab» will ensure that your Personal Data is used in line with applicable data protection laws.
- LLC «Karfidov Lab» will respond to any questions on processing of your Personal Data without undue delay
- LLC «Karfidov Lab» will provide you simple options to say 'STOP' when you are no longer willing to continue correspondence with us.

### **2. LLC «Karfidov Lab» PRIVACY POLICY**

We are committed to safeguarding your privacy and ensuring that your Personal Data is protected. This Privacy Policy explains the types of Personal Data we collect and how we process and protect that data.

This Privacy Policy applies to Personal Data processed by us in connection with the services and products we offer to you, including through the website

<https://karfidovlab.com> . This includes Personal Data collected offline through our regional sales centers and sales managers or online through this website, applications and branded

pages on third party platforms and applications accessed or used through such websites or third party platforms.

This Privacy Policy also applies to our targeted content, including online offers and advertisements for products and services, which we may send to you on third party websites, platforms and applications based on your use of the internet. These Third-Party Sites may have their own privacy policies and terms and conditions. We encourage you to read them before using those Third-Party Sites.

## 2.1 WHO IS RESPONSIBLE FOR WHAT HAPPENS WITH YOUR DATA?

LLC «Karfidov Lab» is responsible for processing of your Data in relation to the services we offer. You can contact us via mail at LLC «Karfidov Lab», Profsojuznaya street 83 bld.1, Moscow, by phone at +7-925-835-5920, or by email at [dv@karfidovlab.com](mailto:dv@karfidovlab.com) if you have any questions.

## 2.2 WHO IS LLC «KARFIDOV LAB»'S DATA PROTECTION OFFICER?

The Data Compliance Officer of LLC «Karfidov Lab» is currently Mr. Dmitry Vasiliev. You can contact the Data Compliance Officer at [dv@karfidovlab.com](mailto:dv@karfidovlab.com)

## 2.3 WHEN DO WE ASK FOR YOUR CONSENT?

By using our Services and our Sites, you acknowledge that we are processing your Personal Data in accordance with this Privacy Policy. If you do not wish that we process your Personal Data in this way, please do not use our Service or Sites or otherwise provide our Sites with your Personal Data.

We process your Personal Data to provide you the Services we offer. In certain instances, we only process your Personal Data if you have consented to the use of cookies to process your data in other cases we will require your consent. Where we process your Personal Data on the basis of your consent, we will ask for your consent explicitly but, in some cases and only where permitted by applicable law, we may infer in a transparent manner consent from your actions. We may also ask you to provide additional consent if we need to use your Personal Data for

purposes not covered by this Privacy Policy or before sharing your Personal Data with group companies or relevant subsidiaries of LLC «Karfidov Lab» for the purposes of delivering high quality services.

## 2.4 FOR WHICH PURPOSES DO WE PROCESS YOUR PERSONAL DATA?

We collect your Personal Data directly when you provide us with Personal Data when you visit our Sites, purchase Services, subscribe to our newsletter, receive information or mailings, use our applications, complete a survey, and/or make a comment or enquiry or contact our customer services. We may also receive Personal Data about you from other sources, including information from commercially available sources, such as public databases and data aggregators, and information from third parties.

In more detail, we process the following categories of Personal Data for the following purposes:

### 2.4.1 WHEN SURFING ON OUR SITES

#### 2.4.1.1 Which Personal Data do we collect about you?

When surfing on our website, we process the following Data: Information about the type of browser you use, details of the web pages you have viewed, your IP and device address, your Cookie ID, hyperlinks that you have clicked, your username, networks, the websites you visited before arriving at our relevant Sites and information collected by cookies or similar tracking devices and any other information you choose to share when using Third Party Sites. Please check our [cookie policy](#) for detail information about which information we collect.

We also collect you personal data when you leave a request for development or when you request a call back. The request form collects the following information:

- Contact person's full name
- E-mail Address
- Telephone number
- Any other information you personally include in project description session.

#### 2.4.1.2 What is the purpose of processing your Personal Data?

LLC «Karfidov Lab» use cookies and similar technologies to process data about you when you visit our relevant Sites. Cookies are files that store information on your computer hard drive or browser that mean that we can recognise that you have visited us before. We use cookies and similar technologies to improve our products and your experience on our Sites by evaluating the use of our Sites, products and services and understand your browsing habits, analysing the effectiveness of our advertisements, personalising your website experience as well as evaluating statistics on website activity, evaluating (anonymously and in the aggregate) statistics on website activity, such as what time you visited it, whether you've visited it before and what site referred you to it, reviewing the Services that you have searched online and ended up with a callback request or filling our request form, making our Sites easier to use and to better tailor our Sites and our Services to your interests and needs, identifying that you have visited our Sites but did not purchase a Service, collecting information about your device and linking this to your Personal Data so as to ensure that our Sites present the best web experience for you and supplementing the Personal Data that you provide to us with other information that we hold or that we may receive from commercially available sources, such as public databases and data aggregators, and third parties. For more information about the use of cookies, please see our [Cookie Policy](#).

#### 2.4.1.3 How long do we store your Personal Data?

We will store your Personal Data only until the aforementioned purposes for which we have collected or received your Personal Data are fulfilled and once our statutory obligations to preserve records have expired. Please check the [Cookie Policy](#) to learn about the storage periods for each cookie.

#### 2.4.1.4 What is the legal basis for processing your Personal Data?

Your Consent is the legal basis for processing your Personal Data when surfing on our Sites. You can customize your browser's cookie settings to reflect your comfort level with cookie security. For more information how to configure the settings of your browser, please see our [Cookie Policy](#).

## 2.4.2 CORRESPONDENCE WITH LLC «KARFIDOV LAB»

### 2.4.2.1 Which Personal Data do we collect about you?

During the process of correspondence with LLC «Karfidov Lab» we process the following Personal Data: contact person's full name, company email address, telephone or mobile number, company, country, the reason for contacting LLC «Karfidov Lab», data and other content you submit to our Sites, other Personal Data you voluntarily provide to us, information on the handling of your request, queries from us and further information submitted with your request. Please, however, refrain from sending us information on your health or other sensitive data in unencrypted emails.

### 2.4.2.2 What is the Purpose of processing your Personal Data?

We process your Personal Data whenever you contact us and respond to your enquiries and comments. We process Personal Data to provide you with our Services that you request from us, including responding to your queries or comments. We look at the Services you are interested in at our Sites and that you have viewed on our Sites.

### 2.4.2.3 How long do we store your Personal Data?

We will store your Personal Data only until the aforementioned purposes for which we have collected or received your Personal Data are fulfilled and once our statutory obligations to preserve records have expired.

### 2.4.2.4 What is the legal basis for processing your Personal Data?

Applicable data protection legislation allows LLC «Karfidov Lab» to process your Personal Data for the purpose of performance of a contract with you (i.e. fulfil your contact request).

If you provide to us Personal Data that is considered sensitive (e.g. information on your health or ethnic origin), your consent will be the legal basis for processing your Personal Data.

## 2.4.3 FINANCIAL TRANSACTIONS

### 2.4.3.1 Which Personal Data do we collect about you?

For this purpose, we process the following Personal Data: Payee's full name, postal address, company, country, company email address, telephone or mobile number, passwords, payment history, payment information (i.e. bank or credit card details), order history/wishlist, information on the handling of your request and other Personal Data you voluntarily provide to us.

### 2.4.3.2 What is the Purpose of processing your Personal Data?

We process your Personal Data to process your online and / or offline purchase and deliver the relevant Service(s) to you as ordered. Your payment related Personal Data may be transferred to payment providers to process your payments.

### 2.4.3.3 How long do we store your Personal Data?

We will store your Personal Data only until the aforementioned purposes for which we have collected or received your Personal Data are fulfilled and once our statutory obligations to preserve records have expired.

### 2.4.3.4 What is the legal basis for processing your Personal Data?

Applicable data protection legislation allows LLC «Karfidov Lab» to process your Personal Data for the purpose of performance of a contract with you (i.e. your purchase of Services).

If you provide to us Personal Data that is considered sensitive (e.g. information on your health or ethnic origin), your consent will be the legal basis for processing your Personal Data.

## 2.5 HOW LONG DO WE PROCESS YOUR PERSONAL DATA?

We will store your Personal Data only until the aforementioned purposes for which we have collected or received your Personal Data have been fulfilled and once our statutory obligations to retain records have expired.

## 2.6 WHAT ARE YOUR RIGHTS?

You have the right to request from us

- Confirmation as to whether or not we process Personal Data from you and, where that is the case, access to your Personal Data;
- Rectification of inaccurate Personal Data;
- Erasure of Personal Data;
- Restriction of processing of Personal Data; and
- To receive the Personal Data which you have provided to us and to have transmitted those Personal Data to another data controller without hindrance.

## 2.7 CAN YOU WITHDRAW YOUR CONSENT TO THE PROCESSING OF PERSONAL DATA?

If your consent is the legal basis for the processing of your Personal Data, you can withdraw your consent at any time. This will not affect the lawfulness of the processing based on your consent before the withdrawal. You can withdraw your consent by sending us an email, or by calling us under the phone number listed in Section 2.1. For more information about the use of cookies, please see our Cookie Policy.

## 2.8 CAN YOU COMPLAIN WITH THE DATA PROTECTION AUTHORITIES?

If you think that the processing of Personal Data by us violates applicable data protection laws, you can lodge a complaint with the competent supervisory authority. However, LLC «Karfidov Lab» will recommend you notify us of such violations first.

## 2.9 DO YOU HAVE TO PROVIDE YOUR PERSONAL DATA TO ORDER ON THE SITES?

You are not legally required to provide the Personal Data. However, if you do not want to provide your Personal Data, you may not purchase Services or contact LLC «Karfidov Lab» either through our contact form or through electronic correspondence.

In order to request Services on our Sites or contact us through our contact form, you must provide the Personal Data as listed in Section 2.4.1. If you request Services that may give an indication about your sensitive Personal Data (e.g. health data), we can only process this order if you consent that we process such data.

If you do not provide the relevant Personal Data or if you reject cookies or do not provide your consent in context of other services than services request form or contact form, you may not receive such services at all or without interruption.

## 2.10 HOW DO WE PROTECT YOUR PERSONAL DATA?

We maintain appropriate technical and organizational measures to protect the Personal Data you provide to us against accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to your Personal Data. Our security measures are being improved continuously as new technology develops. The processing and transmission of data through our Sites is encrypted by Secure Sockets Layer protocol (“SSL”), which is an encryption technology to ensure the highest possible security for the transmission of your data, including Personal Data, between your web browser and our internet system. The URL of a website with SSL connection to your browser starts with “https://”. Most browsers indicate SSL-encrypted websites by displaying an icon that depicts a closed padlock. This icon might be located in the address bar or the bottom status bar. If you have turned off your status bar, this icon may not be visible, even on websites that use SSL.

Our Sites may contain hyperlinks to other websites provided by third parties. We do not control these third-party websites or any of the content contained on those websites. Once you have left our relevant Sites, we cannot be responsible for the protection and privacy of any information which you provide. You should exercise caution and look at the relevant privacy policy for the website you visit.

In addition to these, LLC «Karfidov Lab» take necessary steps to protect your data from unsanctioned access, editing or deletion. All LLC «Karfidov Lab» hardware and local server storages are encrypted and secure in a safe location. LLC «Karfidov Lab» allows only employees with appropriate security clearance and training access to personal data when this is fundamentally and functionally required in order to support site functionality and efficient delivery of services we offer.

## 2.11 CAN WE CHANGE OUR PRIVACY POLICY?

We may change this Privacy Policy from time to time by posting the updated version of the privacy policy here. To the extent processing of your Personal Data be based on your consent, we will not change the scope of such processing, unless you have given additional consent to the changed scope of such processing. We encourage you to visit this area frequently to stay informed.