

# **Personal Data Processing Policy**

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Personal data of bytextest.ru website users (hereinafter referred to as «Site») processing and storage are stipulated by The Federal Law No. 152-FZ «On Personal Data», dated July 27, 2006. We collect, process and protect personal data that you provide to us by using the Site with any device and communicating to us in any form according to this Policy.

By using our Site and providing us with your personal data you agree that we process your personal data according to the Policy.

## **1. Basic terms and definitions**

Personal data – any information related to directly or indirectly specified natural person (data subject). Personal data processing – any action or a series of actions performed towards personal data with or without the software, including personal data acquisition, recording, systematization, accumulation, storage, update and alteration, extraction, use, transfer (distribution, presentation, providing access), depersonalization, blocking, deleting and annihilation.

## **2. Data we collect**

We collect: personal data you provide to us when filling in the informative fields on our Site, including the contacts field, subscribing for newsletter, requesting for service or getting a consultation via feedback form; personal data containing in resume You send us when applying for a vacancy, published on our Site, or recommending friends to apply it; technical data providing automatically by any device you use to access to our Site, including technical specifications of device, IP-address, location, information saved in cookies that are sent to your device, information about browser, date and time of access to our Site, address of requested pages and suchlike information.

## **3. Purposes for personal data processing**

We process your personal data only for purposes of it provided, including:

- providing you with information about Company, our services and activities, vacancies;
- processing your request for services;
- communicating with you, when you address to us;
- providing you with our newsletter and information about available vacancies;
- considering your candidature (or candidates offered by you) to compete for a job.

We process your technical data for purposes of :

- supporting the functionality and security of our Site;
- enhance the quality of Site

We do not place your personal data in generally available resources. We do not render decisions that may cause legal consequences for you or in any other way may affect your rights and legitimate concern basing on entirely automated processing of personal data.

#### **4. Data processing subject rights**

Protection of your rights and freedom in the personal data sphere is a necessary condition of our company. In order to safeguard and secure your rights and freedom as per your request we perform the following actions:

- confirming your personal data processing and providing you with an opportunity to review it within 30 days upon the date of receiving your request;
- informing you of personal data being processed and a source of such data;
- informing you of a legal basis, purpose, terms and methods of processing your personal data;
- correcting or supplementing your personal data if you confirm it to be incorrect, incomplete or outdated within 7 days upon the date of receiving a confirmation to so and informing you on measures taken;
- informing you of cross-border personal data transmission provided or potential;
- informing you of names and locations of organizations with access to your personal data as well as those your personal data can be disclosed to with your consent ;

- informing you of legal or full names of entities that may be appointed to processing of your personal data with your consent;
- notifying you of the procedure for exercising your personal data processing rights;
- excluding you from of our email newsletter list;
- ceasing processing of your personal data within 30 days upon the date of receiving consent revocation if processing of personal data has no other legal basis stated by The Federal Law of the Russian Federation;
- ceasing processing of your personal data if it is confirmed that such processing has no legal basis and informing you of measures taken;
- deleting your personal data if processing of it has no legal basis, or contradicts to processing methods stated within 7 days upon the date receiving of corresponding confirmation and informing you of measures taken;
- answering all your questions regarding your personal data being processed

## **5. How you can contact us**

You can contact us with an request on processing of your personal data by sending a letter with the subject line «Request on personal data processing» (or «Revocation of personal data consent» in case of revoking your personal data processing) to the e-mail [privacy@bytexgames.ru](mailto:privacy@bytexgames.ru) or to the address: 420005, Saransk, Sovetskaya street, 105A, unit 5.

## **6. Personal data security**

In order to safeguard and secure your personal data we treat it as confidential on a personal level and establish suitable organizational and technical measures to prevent illegal or accidental access, annihilation, alteration, blocking, copying, presentation, distribution, as well as any other illegal actions in relation to personal data. To ensure adequate protection of your personal data we conduct an assessment of potential damage done in case your personal data protection is violated as well as determine current threats against your personal data processing on our Site and within our internal information systems. Specifically, we implement the following protection measures:

- determining a level of personal data protection and security;
- adhering to requirements for personal data protection in information systems in accordance with certain security levels;
- applying necessary information protection measures;
- performing registration of personal data mediums;
- detecting facts of unauthorised access to personal data and making necessary arrangements;
- establishing access methods to personal data processed in information systems as well as registering actions performed with personal data wherever it may be necessary;
- controlling measures taken to ensure personal data protection and a level of information systems security.

The company establishes local regulatory acts in relation to personal data protection. The Company employees with access to personal data are aware of this Policy and the local acts relating to personal data.

## **7. Cross-border personal data transmission**

We do not exercise cross-border transmission of personal data collected through our website to a territory of foreign countries. Our website hosting center is located on the territory of the Russian Federation.

## **8. Termination of personal data processing**

We stop processing of your personal data:

- when conditions for termination of personal data processing are satisfied or when the expiration date becomes due;
- when purposes of processing are achieved or when the need of processing is gone;
- as per your request in case processed personal data is received illegally or is not necessary for declared purpose of processing;
- when improper processing of personal data is detected, in case there is no possibility to ensure the eligibility of processing;
- when the expiration date of your agreement for processing of personal data becomes due or when you call it back, in case there is no other legal

basis for processing stipulated by The Federal Law of the Russian Federation;

- in case of dissolution of the company.

## **9. Cookies**

We employ cookies. Cookies are bits of electronic information that are transferred to a user hard drive to customize person use of product or online site according to your preference. Most of browsers allow to refuse cookies and delete it from the hard drive.

## **10. Links to third party sites**

Links to any site and service of third party we do not manage can be placed on our Site. We are not responsible for privacy or security of any information collected by third party sites or services.

## **11. Policy Amendment**

This policy may be amended from time to time to reflect changes and additions to the privacy policy. Please check back for the most current version before relying on any of the provisions in this privacy policy. By continuing using our Site you agree that you accept changes made and additions.

If you have any questions about this privacy policy, please, contact the person responsible for processing of personal data in the company by sending a letter with the subject line «Request on personal data processing» to the e-mail [privacy@bytexgames.ru](mailto:privacy@bytexgames.ru) or to the address: 420005, Saransk, Sovetskaya street, 105A, unit 5.