

Regulations (Policy) for the provision of information (including confidential information) and personal data processing

For the purposes of information support, Obyedinennaya Outsorsingovaya Kompaniya JSC (hereinafter referred to as the Company) created the Database of CVs and Vacancies (hereinafter referred to as the Database), and the Database of potential consulting services clients, accessible, among other things, through public information and telecommunication networks on the website www.uoc24.com (hereinafter referred to as the Website), as well as through the mobile application using mobile devices (smartphones, tablets, etc.). The Databases can include surname, name, patronymic, year and place of birth, address, subscriber number, career information, images and other personal data, including special categories of personal data (if the User agrees to their processing by sending them) provided by the User, as well as publicly available or confidential information (including information constituting a commercial secret) containing information on a legal entity (or an individual entrepreneur), its income, expenditure, debts, ways of doing business, governing bodies and beneficiaries, counterparties. The User gives his consent to the processing of the personal data, including special categories of personal data made public by him, as well as the information (including confidential information) by filling in and sending the questionnaire of the applicant or other document, both on the Website and on the e-mail.

Regulations (Policy) for the provision of information (including confidential information) and personal data processing (hereinafter referred to as the Regulations) of the Company is a local regulatory act of the Company that determines the policy for processing confidential information and personal data, including those in the Databases.

The purpose of the Regulations is the Company's implementation of the legal requirements in the field of processing and protecting confidential information and personal data placed in the databases.

The Regulations are based on the Constitution of the Russian Federation, the Labor Code of the Russian Federation, the Civil Code of the Russian Federation, the Criminal Code of the Russian Federation, the Code of Administrative Offenses of the Russian Federation, the Federal Law of the Russian Federation "On Personal Data" No. 152-FZ of July 27, 2006 and Federal Law "On Commercial Secrets" No. 98-FZ of July 29, 2004.

The Company offers users the services of the Website on the conditions of safety and confidentiality, which are the subject of the Regulations. Within this framework, the User must carefully read the terms and conditions of the Regulations, as well as other Provisions and Policies, placed on the website, deemed by the Company as a public offer. Acceptance of this public offer is considered to be the full and unconditional acceptance by the User of the terms of the Regulations, as well as other Provisions and Policies, placed on the website.

Based on the legislation of the Russian Federation for the purposes of the Regulations, the following terms are used:

Confidential information - information constituting a commercial secret (secret of production), - information of any kind (industrial, technical, economic, organizational, etc.), including the results of intellectual activity in the scientific and technical sphere and information on the ways of carrying out professional activities, which have real or potential commercial value due to it being unknown to any third parties, to which third parties do not have free access on a legal basis, and which are subject to non-disclosure established by its owner.

The transfer of information constituting a commercial secret - the transfer of information constituting a commercial secret recorded on a tangible medium by its owner to the counterparty on the basis of the contract in the volume, and on the conditions stipulated by the contract, including the condition for the counterparty to take measures to protect its confidentiality.

Disclosure of the information constituting a commercial secret - an action or inaction resulting in the information constituting a commercial secret becoming known to any third parties without the consent of the Company or contrary to labour or civil contracts in any possible way (orally, in written or other form, including usage of technical means).

The questionnaire of the potential client - the list of the questions necessary for preliminary cost calculation of services required by the client.

Database of CVs and vacancies - the database where the information on job applicants in the form of their CVs, and the information on the website clients in the form of vacancies and applications, as well as questionnaires, is kept and accumulated.

Database of potential clients - a database where the information on a potential client, commercial or non-commercial legal entity or sole proprietor submitted by the User is automatically sent.

User - a person who is a personal data subject submitting his personal data to the personal data operator in order to create the Database, and (or) providing (disclosing) public or confidential information.

User's Personal Data - any information the User needs to look for vacancies and to respond to the vacancies posted in the Database.

For the purposes of this Policy, personal data means any information provided through the Internet websites of the Company and (or) collected using such Internet websites related to a determined or determinable individual (a personal data subject) directly or indirectly.

Special categories of the User's personal data - the information about the User concerning race, national affiliation, political views, religious or philosophical beliefs, health status, intimate life, absence of criminal record. Processing of such data is not allowed, except for the cases when the User has agreed to the processing of his personal data in accordance with the terms of the Regulations. The User has the right to refuse to fill in the relevant personal data falling in the special categories. In case such data are provided by the User through submitting them on the website or putting in the questionnaire / CV, it is considered that the User's consent for processing of such data is received.

Operator - a legal entity that independently organizes and / or carries out personal data and / or information (including confidential information) processing, as well as determining the processing objectives, composition, actions (operations) performed with personal data and / or information (including confidential information).

Database Client / Anonymous Database Client (hereinafter referred to as the Employer - a legal entity or an individual who has access to the data contained in the Database, including those posted on the Website).

CV / Application Form / Survey - electronic, or a paper (when it is printed from the Database) record containing the User's personal data and / or information (including confidential information) provided by him.

Processing of the received information

Information processing is understood as various actions (operations) with the received data, including collection, systematization, clarification (updating, changing), usage, distribution.

The scope and content of the information is regulated by the legislation of the Russian Federation and must comply with the stated purposes of processing.

The purpose of the User's personal data processing is to create a database of CVs, vacancies, and clients to provide them with consulting or other services.

The purpose of the information (including confidential information) processing is to process it and provide the User with the best consulting services program with the calculation of the appropriate cost and duration of services.

The User has the right at any time at his own discretion to withdraw his consent to the processing of his personal data by the Company by independently removing any particular or all of his CVs placed in the Database, as well as requesting the removal of confidential information that he had previously provided.

In case the User withdraws his consent to the processing of his personal data or the confidential information provided by him, the Company undertakes to cease the processing or to ensure the termination of such processing, and in case the retention of personal data or information is no longer necessary, destroy the personal data and / or information or ensure their destruction within no longer than three days from the date of receipt of the said withdrawal.

The Company takes legal, organizational and technical measures (or ensures their taking) that are necessary and sufficient to ensure the fulfillment of obligations provided for by legislation on the protection of confidential information and personal data and regulatory acts adopted in accordance with it to protect information from unauthorized or accidental access, destruction, blocking, distribution, depersonalization of personal data, as well as from other illegal actions in relation to the Information.

The timeline for publishing the User's information (including confidential information) and personal data in the form of CV / Application Form / Survey is unlimited and is determined by the User.

Responsibility of the Parties

The Company, as a legal entity, bears administrative responsibility for violation of the procedure for collecting, storing, using or disseminating personal data and confidential information in accordance with the legislation of the Russian Federation.

The User expressly agrees and acknowledges that:

the information provided by him (including confidential information) has been obtained by him lawfully in the framework of his official powers with the consent of all management or other bodies of a legal entity, as well as obtaining other permits;

by submitting his personal data in the form of CV / Application Form / Survey or information, the User makes them available to an unlimited number of persons, that is, makes them publicly available. The Company is not responsible for maintaining their confidentiality and / or use by third parties;

The Company provides access to the User's CV / Application Form / Survey to the Database to the Database Clients and Anonymous Database Clients.

The Company is not responsible for the User's possible personal data or information misuse that occurred due to:

software, servers or computer networks technical problems that are beyond the control of the Company;

disruptions in the operation of the Database related to the intentional or unintentional use of the Database for purposes other than that intended by third parties;

transfer of the User's registration data or any information, including both the User's whole CV and its individual parts or data, from the Database by the User to other persons who are not registered Users of the Database or other Users who do not have access to this information because of the registration conditions and the agreements made with the Company.

The Company is not responsible for any information that is unreliable or obtained by criminal means, provided by Users.

The User, whose actions made harm to the third parties, including material or reputational, undertakes to be punished for the action or inaction in full, in accordance with applicable law. The Company is not financially responsible and has the right to file recourse action against such User.

Amendments and additions to these Regulations are made by an order of the General Director of the Company, after which they are subject to publication on the website www.uoc24.com.

If the User has any questions about the nature of the use, modification or removal of the personal data or information (including confidential information) provided by him, or if he wishes to refuse further processing by the Company, he must contact the Company via by mail at the location address of the Company or by e-mail: info@uoc24.com.