**Privacy Policy**

**1.    General Terms and Conditions**

1.1. This Policy defines the procedure for processing and protection by the Limited Liability Company "High Technologies for Business" (hereinafter referred to as the Administration) of information about individuals (hereinafter referred to as the User) that may be obtained by the Administration when the User uses services/goods, a non – exclusive license provided, including through the site, services, services, programs used by the Administration (hereinafter referred to as the Site).

1.2. The data processing and Protection Policy is based on the following principles:

* The processing of personal data must be carried out in a lawful, fair and transparent manner;
* The collection of personal data should be carried out only for established, unambiguous and legitimate purposes and does not involve additional data processing that is incompatible with these purposes;
* The collection of personal data must be appropriate, appropriate and limited only to the information necessary for the purposes for which this data is collected;
* Personal data must be accurate and updated as necessary;
* It is necessary to take all reasonable measures to ensure that inaccurate personal data, depending on the purpose of their processing, will be immediately deleted or corrected;
* Personal data should be stored in such a way that the data subject can be identified no longer than is necessary to achieve the purposes for which this data was collected;
* All personal data must be stored in such a way as to ensure their confidentiality and security;
* Personal data should not be transferred to third parties, except in cases where it is necessary for the provision of services on the basis of the contract;
* Data subjects must have the right to access, modify or delete personal data, restrict or object to processing, and have the right to transfer data.

1.3. The purpose of this Policy is to ensure proper protection of personal information that the User provides about himself/herself when using the Site, Services or during the registration process (creating an account), for the purchase of goods / services, a non-exclusive license from unauthorized access and disclosure.

1.4. The Administration receives, collects and stores any information that the User specifies on our website, or provides it to us in any other way. In addition, the Administration collects the Internet Protocol (IP) address used to connect the User's computer to the Internet; login data; email address; password; information about the computer and connection, and purchase history. The Administration may use software tools to measure and collect session information, including the page response time, the duration of visits to certain pages, information about page interactions, and the methods used to view the page. The Administration also collects personal information (including name, email address, password, messages); comments, reviews, recommendations, and a personal profile. The full list of data that may be collected by the Administration is specified in clause 5 of this Privacy Policy.

1.5. When the User sends a message, as part of the process, the Administration collects the personal information provided by the User: name and email address. Personal information will only be used for the reasons specified in clause 2 of this Privacy Policy.1.6. Отношения, связанные со сбором, хранением, распространением и защитой информации, предоставляемой Пользователем, регулируются в соответствии с федеральным законом РФ о защите данных.

1.6. Relations related to the collection, storage, distribution and protection of information provided by the User are regulated in accordance with the Federal Law of the Russian Federation on data protection.

1.7. When registering on the site or submitting a feedback form, the User expresses his full consent to the terms of this Policy.

1.8. If the User does not agree with the terms of this Policy, the use of the Site and/or any Services available when using the Site must be immediately terminated.

1.9. With the User's consent, the Administration may send him promotional emails. This special form of consent must be provided voluntarily, consciously and unambiguously. These requirements are considered fulfilled if the client has marked the point about consent to receive advertising emails (active consent), and also confirmed his consent by marking the point about reading the terms of this Policy.

**2. The purpose of collecting, processing and storing information provided by users of the Site**

2.1. The Administration processes the User's personal data for the purposes of:

* identification of the party within the framework of agreements and contracts concluded with the Administration;
* providing the User with goods/services, access to the Site, Services;
* communication with the User, sending notifications, requests to the User;
* sending advertising and/or informational messages to the User — no more than 1 message per day;
* verification, research and analysis of such data to maintain and improve sections of the Site, as well as to develop new sections of the Site;
* conducting statistical and other research based on depersonalized data.

3. **Terms of processing of personal information provided by the User and its transfer to third parties**

3.1. The Administration takes all necessary measures to protect the User's personal data from unauthorized access, modification, disclosure or destruction.

3.2. The Administration discloses personal data with your consent or, if necessary, to conduct a transaction or provide the Services requested by you.

3.3. The Administration provides access to the User's personal data only to those employees and contractors who need this information to ensure the functioning of the Site, Services and the provision of Services.

3.4. The Administration may be required to disclose personal information in response to legitimate requests from higher supervisory authorities in order to meet the requirements set out in the GDPR. The Administration may also disclose personal information in cases where this is required by law – for example, when executing court orders or in the course of other legal procedures, including in connection with the protection of the rights of the Administration, the safety of Users or other persons, the investigation of fraudulent actions or in connection with requests from authorities.

3.5. The Administration does not verify the accuracy of the information provided by the User, and assumes that the User provides reliable and sufficient information in good faith, takes care of the timeliness of making changes to the previously provided information when such a need arises, including but not limited to changing the phone number,

**4. Terms of use of the Site, Services**

4.1 The User, when using the Site, confirms that:

* has all the necessary rights that allow him to register (create an account) and use the Services of the site;
* indicates reliable information about yourself to the extent necessary to use the Services of the Site, the mandatory fields for further provision of the Services of the site are marked in a special way, all other information is provided by the user at his own discretion;
* understands that the information on the Site posted by the User about himself may become available to third parties not specified in this Policy;
* is familiar with this Policy, expresses its consent to it and assumes the rights and obligations specified in it. Reading the terms of this Policy and filling out web forms with a link to this Policy and then sending data through these web forms is the User's written consent to the collection, storage, processing and transfer to third parties of personal data provided by the User.

4.2 The Administration does not verify the accuracy of the information received (collected) about Users, except in cases where such verification is necessary in order to fulfill obligations to the User.

**5. Within the framework of this Policy, "User's personal information" means:**

5.1. Data provided by the User independently when using the Site, Services, including, but not limited to: first name, last name, gender, mobile phone number and / or email address, marital status, date of birth, hometown, family ties, home address, information about education, type of activity.

5.2. Data that is automatically transmitted to the Services during their use using the software installed on the User's device, including the IP address, information from cookies, information about the user's browser (or other program that allows access to the Services), access time, and the address of the requested page.

5.3. Other information about the User, the collection and / or provision of which is defined in the Regulatory Documents of individual Services of the Administration.

**6. Access to personal data, their modification and deletion.**

6.1. The User has the right to request access to the information at any time, as well as to change or delete any data processed by the Administration. The request to delete the User's personal data is considered by the Administration as identical to the revocation of the consent previously provided by the User to the processing of personal data.

6.2. The User has the right to send a request about the terms of storage of personal data, or to request information about whether the Administration stores or processes any of your personal data in the interests of a third party, or the data will be automatically deleted if the User has not used his account for more than 3 years.

6.3. The User may at any time change (update, supplement) the personal information provided by him or her, as well as the parameters of its confidentiality, by using the function of editing personal data in the 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, updating it, otherwise the Administration is not responsible for non-receipt of notifications, goods/services, etc.

6.4. The User may also delete the personal information provided to them under a certain account. However, deleting your account may result in the inability to use certain Services.

**7. Use of Cookies**

7.1. By visiting, viewing and/or using the website of the Administration, the user acknowledges, without any restrictions and reservations, that he has read, understood and agrees to the terms and conditions of use of cookies in accordance with this Provision.

7.2. Users can visit the website of the Administration without telling it who they are, and without providing personal information. At the same time, the site uses cookies to provide the User with maximum convenience. Cookies are small text files located on the user's device and are designed to track usage trends and take into account preferences. The cookies used by the Administration do not contain information that can be used to identify individuals.

7.3.Cookies can be persistent or session-based. Persistent cookies are stored by the browser and remain valid until they expire, unless the user deletes them earlier. Session cookies become invalid at the end of the user's session when the user closes the Internet browser. The administration uses both session and persistent cookies on our website.

7.4. The information collected on the Administration's website is used to compile reports on the use of the website.

7.5. Users can manage and/or delete cookies at their own discretion. Blocking or deleting all cookies will have a negative impact on the stability of many websites. If the user decides to block cookies, he will not be able to use the functions of the Administration's website in full.

**8. Change of the Privacy Policy.**

8.1. The Administration has the right to make changes to this Privacy Policy. When making changes in the current version, the date of the last update is indicated. The new version of the Policy comes into force from the moment of its publication, unless otherwise provided by the new version of the Policy. The current version is always available on the page at [http://itdesk.pro/docs/policy.docx](http://itdesk.pro/docs/politika).

**9. Complaints. Feedback. Questions and suggestions**

9.1. All suggestions or questions regarding this Policy should be reported to the Administration's Support Service by e-mail itdesk@vt2b.ru or call 8 (495) 118-33-99. And also by the following details: Malaya Kaluzhskaya str., 15 p. 16, Moscow, 119019, Russia

9.2. The User has the right to file a complaint regarding our processing of their personal data. All complaints and requests must be dealt with in a timely manner by the Administration in compliance with internal regulations.

9.3. If the client is harmed as a result of a violation of his rights under the data protection regulation, and the Administration does not properly consider the complaint, the client may file a complaint with the supervisory authority.