

## **Personal data policy and consent to the processing of personal data**

When registering on the Website and/or providing personal data, you (the User) give Manufactura offices LTD (address: 121170, Moscow, Poklonnaya St., 3, 1st floor, room 24) and its authorized representatives' direct consent to the processing of your data using the means and for the purposes specified below.

Each time you visit the website [www.manuqaury.com](http://www.manuqaury.com) (hereinafter referred to as the "Website"), the User accepts and agrees to comply with this Policy regarding the processing of personal data (hereinafter - the "Policy"), as a result of which the User needs to read this text every time he or she visits the Website to make sure that the User agrees with it.

### **1. Terms and definitions**

The following terms within the framework of this Agreement have the following meanings:

1.1. Website - a set of all information (text and graphics) and functions located on the Internet at [www.manuqaury.com](http://www.manuqaury.com), including all internal pages of this web address.

1.2. The Website Administration is Manufactory Offices LTD, which owns and operates the Website.

1.3. The User of the Website (hereinafter referred to as the "User") is a legally capable individual using the Website.

1.4. Personal data - any information relating directly or indirectly to a specific or determinable physical person (the subject of personal data).

1.5. Processing personal data - any action (operation) or set of actions (operations) performed using automation tools or without using such tools with personal data, that is collection, recording, systematization,

accumulation, storage, clarification (updating, changing), retrieval, use, transfer (distribution, provision, access), depersonalization, blocking, deletion, destruction of personal data.

1.6. Confidentiality of personal data is a requirement of the Website Administration, the User or another person who has gained access to personal data must comply with the requirement not to allow personal data dissemination without the consent of the subject of personal data or the presence of any other legal basis.

## **2. General Conditions**

2.1. This Policy applies to all information that the Website may receive about the User while the latter is using the Website and any functions offered on the Website.

2.2. The administration processes the following personal data:

- full name (surname, name, patronymic name);
- E-mail address;
- landline (mobile) phone number;

2.3. In case of disagreement with the terms of the Policy, the User is obliged to stop using the Website.

2.4. This Policy applies directly to the Website only. The Website Administration does not control and is not responsible for third-party sites to which the User can click on the links available on the Website.

2.5. The Website Administration does not verify the accuracy of personal data provided by the Website User.

## **3. Policy regarding the processing of personal data**

3.1. This Policy establishes the obligations of the Website Administration to not disclose and to protect the confidentiality of personal data that the User provides when registering on the Website.

3.2. Personal data authorized for processing under this Policy is provided by the User by voluntarily filling out one or more feedback forms, registration, or by using other functions offered on the Website.

3.3. Any other personal information not specified above is subject to reliable storage and non-distribution, except for cases established by this Policy and the legislation of the Russian Federation.

## **4. Purpose of using personal data**

4.1. The personal data provided by the User will be used by the Administration for the following purposes:

4.1.1. User identification, observance, and fulfillment of contracts, notification of the Website User about the processing of the application;

4.1.2. establishing feedback with the User, including sending notifications, requests regarding the use of the Website, the provision of services, processing requests and applications from the user;

4.1.3. providing the user with information about the services, as well as making phone calls. The User can also refuse to receive the newsletter by sending a notification to the address 121170, Moscow, ul. Poklonnaya, d. 3, 1st floor, room 24 or email: [mq@manufaqtury.com](mailto:mq@manufaqtury.com).

4.1.4. providing the User with the customer and technical support in case of problems associated with the use of the Website.

4.2. In the event of the User providing the Administration with personal data of a third party, the User is responsible for informing it of the use of this data and obtaining the corresponding explicit permission.

## **5. Methods and terms of processing personal data**

5.1. Processing personal data of the User is carried out without restriction term, in any legal way, including in personal data information systems using automation tools or without using such tools.

5.2. The User agrees that the Website Administration has the right to transfer personal data to third parties in accordance with the legislation of the Russian Federation to fulfill the User's requests.

5.3. In case of loss or disclosure of personal data, the Website Administration informs the User about the loss or disclosure of such.

5.4. The Website Administration undertakes the necessary organizational and technical measures to protect the User's data from unauthorized or accidental access, destruction, alteration, blocking, copying, distribution, as well as from other illegal actions of third parties.

5.5. The Website Administration together with the User takes all necessary measures to prevent losses or other negative consequences caused by the disclosure of the User's data.

5.6. Correction (updating, changing) of personal data will be carried out in the following cases:

- after the User provides the Administration with corrected (updated, changed) personal data;
- at the request of the authorized federal executive body to protect the rights of personal data subjects or other authorized state bodies;
- in other cases stipulated by the current legislation of the Russian Federation

5.7. The user has the right to process personal data at the address of the Administration: 121170, Moscow, ul. Moscow, st. Poklonnaya, d. 3, 1st floor, room 24 or e-mail [mq@manufaqtury.com](mailto:mq@manufaqtury.com).

## **6. The Website Administration is obliged:**

6.1. Use the information received solely for the purposes specified in this Policy.

6.2. Ensure the storage of confidential information is kept securely, not to disclose it without the prior written permission of the User, and also not to sell, exchange, publish, or disclose in any other possible way the transferred personal data of the User, except for cases established by this Policy and the legislation of the Russian Federation.

6.3. Take precautions to protect the confidentiality of the User's personal data in accordance with the procedure usually used to protect this kind of information in existing business transactions.

## **7. Responsibility**

7.1. Administration of the Website, in case of non-performance or improper performance of its obligations, is held responsible for its actions in accordance with the law of Russian Federation.

7.2. In case of loss or disclosure of confidential information Administration of the Website is not responsible if this confidential information:

7.2.1. Became public before its loss or disclosure.

7.2.2. Was received from a third party until it was received by the Administration of the Website.

7.2.3. It was disclosed with the consent of the User.

7.2.4. Was disclosed by third-party sites and services, links to use which are present on the Website, if such links and services are used.

7.2.5. It was transferred to third parties to fulfill an application and (or) a contract.

7.3. The User hereby warrants that the personal data provided to him is reliable and accurate and undertakes to report any change or modification. Responsibility for any harm or damage caused to the Website or the person responsible for the Website, or any third party by providing

erroneous, inaccurate or incomplete information in the registration forms, lies with the User only.

## **8. Additional terms**

8.1. The Website Administration has the right to make changes to this Policy without the consent and notification of the User.

8.2. Changes to the Policy come into force from the moment they are posted on the Website.

8.3. Before applying to the court with a claim for disputes arising from the relationship between the user and the Company, it is mandatory to submit a claim, which is subject to consideration within 30 calendar days from the date of its receipt.

8.4. The current Privacy Policy is posted on the Website at [www.manufaqtury.com](http://www.manufaqtury.com).

## **9. Cookies**

Below is more detailed information about the cookies used by the Administration and the purpose of their use.

A cookie is a small text file that the Website places on your PC, phone or other devices with information about your navigation on this site. Cookies are necessary to simplify navigation and to adapt it to the needs of the user, they do not harm your computer. Although the general term “cookies” is used in this document, since they are the main way of storing information used by this Website, the “local memory” of the browser is also used for the same purposes as cookies. All information included in this section is also applicable to this “local memory”. Cookies are an important element of the functioning of the Website. The main purpose of using cookies is to improve the User’s experience of navigating the Website. For example,

they are used to remember the preferences (language, country, etc.) when navigating the Website and its subsequent visits.

The information collected in cookies also allows the Administration to improve the Website by analyzing the number of visits and usage patterns, adapting the Website to the individual interests of users, speeding up the search, etc. In some cases, subject to prior informed consent, the Administration may use cookies, tags or other similar means to obtain information that allows the Administration to display advertising on the site to the user based on analysis of User navigation habits. In the cookies used, the Administration does not save confidential information that identifies the User's identity, such as your address, password, credit or debit card details, etc. The information stored in the cookies of the Site is used exclusively by the Administration, except for the files referred to below as "third party cookies", the use and management of which is carried out by third parties to provide the services requested by the Administration to improve the service and the User's experience of navigating through the site. The main services for which these "third-party cookies are used" are to obtain statistics on access to the Website and to ensure the security of payment transactions.

