

## **PRIVACY POLICY**

This Privacy Policy regulates the processing and usage of personal and other data of the sfconsult.by website (hereinafter referred to as "sfconsult.by", "we", "our").

By submitting personal and other data to sfconsult.by by means of the Website the User confirms their consent to the use of the said data under the terms and conditions set out in this Privacy Policy.

The purpose of this policy is to ensure the proper protection of information about Users, including their personal data, from unauthorized access and disclosure. The relations connected with gathering, storage, distribution and protection of the information given by the User are regulated by the present Policy, other official documents and the current legislation of the Republic of Belarus.

Using the Website the User gives their full consent to the terms of the present Policy. In case of disagreement of the User with the terms of this Policy, the use of the Website shall be immediately terminated.

### **1. TERMS AND DEFINITIONS**

1.1. Website is a website located on the Internet at <https://sfconsult.by/>.

All the exclusive rights to the Website and its separate elements (including software, design) belong to sfconsult.by in full.

1.2. User means a person using the Website.

1.3. Legislation - legislation in force in the Republic of Belarus.

1.4. Personal data - personal data of the User, which the User provides about themselves or in the process of using the functionality of the Website.

1.5 Data - other data about the User (not included in the concept of Personal Data).

1.6. Service(s) - services provided by sfconsult.by

### **2. COLLECTION AND PROCESSING OF PERSONAL DATA**

2.1. We only collect and store Personal Data that is necessary for the provision of the Services and interaction with Users.

2.2. We process the following data, among others:

2.2.1. surname, first name and patronymic;

2.2.2. e-mail address;

2.2.3. mobile phone number;

2.2.4. The data automatically transmitted to the Services when using them by the software installed on the User's device, including the IP address, cookie information, browser information (or other software through which the User accesses the Services), access time, the address of the requested page.

2.3. The User is not allowed to provide personal data of third parties on the Website.

### **3. PROCESSING OF PERSONAL AND OTHER DATA**

3.1. We undertake to use Personal Data in accordance with the applicable legislation of the Republic of Belarus.

3.2. Personal Data and other User Data shall be kept confidential, unless such data is in the public domain.

3.3. We have the right to retain an archive copy of Personal Data and Data.

3.4. We shall be entitled to transfer the Personal Data and User Data without the consent of the User to the following

3.4.1. to public authorities, including bodies of enquiry and investigation, and local authorities upon their reasoned request;

3.4.2. to partners of sfconsult.by;

3.4.3. in other cases, expressly provided for by applicable laws of the Republic of Belarus.

3.5. We have the right to transfer Personal Data and Data to third parties not specified in clause 3.4. of this Privacy Policy in the following cases:

3.5.1. the User has expressed its consent to such actions;

3.5.2. the transfer is necessary as part of the User's use of the Website or the provision of the Services to the User;

3.5.3 the transfer takes place as part of the sale or other transfer of the business (in whole or in part), with all obligations to comply with the terms of this Policy passing to the transferee.

3.6. Processing of the User's personal data shall be carried out without limitation of time, in any lawful manner, including in personal data information systems with or without the use of automation means.

#### **4. PROTECTION OF PERSONAL DATA**

4.1 We provide adequate protection of Personal Data and other data in accordance with the Law, and take necessary and sufficient organizational and technical measures to protect Personal Data.

4.2 The applied protection measures among other things allow us to protect Personal Data from unauthorized or accidental access, destruction, modification, blocking, copying, distribution, as well as from other unlawful actions of third parties with it.

4.3 We shall not be liable for any inaccurate information provided by the User.

#### **5. OTHER PROVISIONS**

5.1. We may change the Privacy Policy (in whole or in part) at any time, unilaterally and without prior notice to Users. All the changes take effect on the next day after they are posted on the Website.

5.2. A new version of the Policy becomes effective as soon as it is posted, unless otherwise stipulated by the new version of the Policy. The current version is always available at <https://sfconsult.by/privacypolicy>.

#### **6. FEEDBACK. QUESTIONS AND SUGGESTIONS**

6.1. All suggestions, questions, complaints and claims regarding this Policy should be reported to the Support and Customer Service Department by emailing [info@sfconsult.by](mailto:info@sfconsult.by).

6.2. The User undertakes to independently monitor changes in the Privacy Policy by reading the current version.

26/03/2021