

## **Privacy Policy**

Approved by order

STAUFF LLC № 01-00 by 11.03.2022

This Personal Data Privacy Policy (hereinafter referred to as the Privacy Policy) applies to all information that STAUFF LLC can receive about the User while using the information portal of STAUFF LLC (STAUFF.RU) or when interacting with STAUFF LLC through Internet, telecommunications equipment.

### **1. DEFINITION OF TERMS**

1.1 The following terms are used in this Privacy Policy:

- 1.1.1. "Administration of the information portal" - authorized employees to manage the information portal, acting on behalf of STAUFF LLC, who organize and carry out the processing of personal data, and also determine the purposes of processing personal data, the composition of personal data to be processed, actions or operations performed with personal data.
- 1.1.2. "Personal data" - any information relating directly or indirectly to a specific or identifiable natural person (subject of personal data).
- 1.1.3. "Processing of personal data" - any action (operation) or a set of actions (operations) performed with or without the use of automation tools with personal data, including collection, recording, systematization, accumulation, storage, clarification (updating, changing), extraction, use, transfer (distribution, provision, access), depersonalization, blocking, deletion, destruction of personal data.
- 1.1.4. "Confidentiality of personal data" - a mandatory requirement for the Administrator or other person who has gained access to personal data to prevent their distribution without the consent of the subject of personal data or other legal grounds.
- 1.1.5. "User of the information portal" - a person who has access to the information portal via the Internet and uses the information portal.
- 1.1.6. "IP address" - a unique network address of a node in a computer network built using the IP protocol.

### **2. GENERAL PROVISIONS**

- 2.1. The User's use of the information portal means acceptance of this Privacy Policy and the terms of processing of the User's personal data.
- 2.2. In case of disagreement with the terms of the Privacy Policy, the User must stop using the information portal.
- 2.3. The administration of the information portal does not verify the accuracy of personal data provided by the User of the information portal.

### **3. SUBJECT OF THE PRIVACY POLICY**

- 3.1. This Privacy Policy establishes the obligations of the Administration of the information portal to non-disclosure and ensure the protection of the confidentiality of personal data that the User provides at the request of the Administration of the information portal.
- 3.2. The personal data permitted to be processed under this Privacy Policy includes the following information:

- 3.2.1. Surname, name, patronymic of the User;
- 3.2.2. User's contact phone;
- 3.2.3. E-mail address;
- 3.2.4. Product delivery address;
- 3.2.5. place of residence or location of the User;

The information portal collects statistics about the IP addresses of its visitors. This information is used to identify and solve technical problems, to control the legality of financial payments..

- 3.3. Any other personal information not specified above is subject to secure storage and non-distribution, except as provided in clause 5.3. of this Privacy Policy.

#### **4. PURPOSE OF COLLECTING USER'S PERSONAL INFORMATION**

- 4.1. The User's personal data may be used by the Information Portal Administration for the purposes of:
  - 4.1.1. Identification of the User registered on the information portal for placing an order and (or) concluding a contract for the sale of goods remotely from the information portal.
  - 4.1.2. Providing the User with access to personalized resources of the information portal.
  - 4.1.3. Establishing feedback with the User, including sending notifications, requests regarding the use of the information portal, the provision of services, processing requests and applications from the User.
  - 4.1.4. Determining the location of the User to ensure security, prevent fraud.
  - 4.1.5. Confirmation of the accuracy and completeness of personal data provided by the User.
  - 4.1.6. Creating an account for making purchases, if the User has agreed to create an account.
  - 4.1.7. Notifications of the User of the information portal about the status of the Order.
  - 4.1.8. Processing and receiving payments, confirmation of tax or tax benefits by the User.
  - 4.1.9. Providing the User with effective client and technical support in case of problems associated with the use of the information portal.
  - 4.1.10. Providing the User with his consent, product updates, special offers, pricing information, newsletters and other information on behalf of the information portal or on behalf of the partners of the information portal.
  - 4.1.11. Carrying out advertising activities with the consent of the User.

#### **5. METHODS AND TERMS OF PROCESSING PERSONAL INFORMATION**

- 5.1. The processing of the User's personal data is carried out without time limit, 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 Site Administration is not entitled to transfer personal data to third parties.
- 5.3. The User's personal data may be transferred to authorized state authorities only on the grounds and in the manner established by the legislation of the Russian Federation.

- 5.4. In case of loss or disclosure of personal data, the Administration of the information portal informs the User about the loss or disclosure of personal data.
- 5.5. The administration of the information portal takes the necessary organizational and technical measures to protect the User's personal information from unauthorized or accidental access, destruction, modification, blocking, copying, distribution, as well as from other illegal actions of third parties.
- 5.6. The administration of the information portal, together with the User, takes all necessary measures to prevent negative consequences caused by the loss or disclosure of the User's personal data.

## **6. OBLIGATIONS OF THE PARTIES**

- 6.1. The User is obliged:
  - 6.1.1. Provide information about personal data necessary to use the information portal.
  - 6.1.2. Update, supplement the provided information about personal data in case of changes in this information.
- 6.2. The administration of the information portal is obliged:
  - 6.2.1. Use the information received solely for the purposes specified in clause 4 of this Privacy Policy.
  - 6.2.2. 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.
  - 6.2.3. Block personal data relating to the relevant User from the moment the User or his legal representative or the authorized statement for the protection of the rights of personal data subjects for the period of verification is contacted or requested by the User, in case of revealing inaccurate personal data or illegal actions.

## **7. RESPONSIBILITIES OF THE PARTIES**

- 7.1. In case of loss or disclosure of Confidential Information, the Information Portal Administration is not responsible if this confidential information:
  - 7.1.1. Became public domain before its loss or disclosure.
  - 7.1.2. It was received from a third party until it was received by the Information Portal Administration.
  - 7.1.3. Was disclosed with the consent of the User.

## **8. DISPUTES RESOLUTION**

- 8.1. The administration of the information portal and the User of the information portal will make every effort to resolve through negotiations any disputes arising from the relationship between them.
- 8.2. If it is impossible to resolve such disputes through negotiations, they will be considered by the competent court in accordance with the legislation of the Russian Federation.
- 8.3. The current legislation of the Russian Federation applies to this Privacy Policy and the relationship between the User and the Administration of the information portal.

## **9. ADDITIONAL TERMS**

- 9.1. The administration of the information portal has the right to make changes to this Privacy Policy without the consent of the User.

9.2. The new Privacy Policy comes into force from the moment it is posted on the information portal, unless otherwise provided by the new edition of the Privacy Policy.