

## **REGISTRATION CHECKLIST**

1. All persons who have accepted an invitation of Euroexpo LLC (hereinafter referred to as the Organiser) to visit OTDYKH Leisure (hereinafter referred to as the Trade Fair), as well as those registered for the Trade Fair, shall agree to and consent to be bound by these Rules.
2. To visit the Trade Fair you need to have a ticket/an event badge or the Organiser's invitation.
3. All badges and tickets to the Trade Fair shall be personalized; following registration each badge or ticket shall have visitor's name. Name badges and tickets may not be given to any other person. The Organiser of the event shall have the right to check badge or ticket names with holders' names; for this purpose, while scanning badges or tickets before entering the hall the Organiser may ask for a passport or other ID.
4. Visitors shall not be allowed to trade, distribute any advertising and information products, hold presentations, demonstrations, campaigns and any other advertising activities within the fairgrounds.
5. In no event shall any visitor be in a state or condition unfitted for the businesslike setting of the Fair Trade and out of line with the generally accepted standards of morality or disturb the public peace.
6. Should these Rules be violated, the Organiser reserves the right to bar the violator from entering the fairgrounds or to demand that such person leave the premises, without providing any refund.
7. All visitors shall take care of their personal belongings, and shall not leave their valuables unattended. The Organiser shall not be liable for any belongings left unattended, including those lost due to wrongdoings of any third party.
8. Exhibitors shall be responsible for compliance with the current laws of the Russian Federation when trading as part of the Fair Trade.

## **PERSONAL DATA PROCESSING AND PROTECTION POLICY OF EUROEXPO LIMITED LIABILITY COMPANY**

### **List of Terms and Definitions**

The following terms and definitions are used in this document: Automated Personal Data Processing: Processing of personal data using computer engineering means.

Blocking of Personal Data: Temporary suspension of personal data processing (unless processing is required to update personal data).

Personal Data Information System: A collection of personal data stored in databases and ensuring their processing by information technologies and technical means.

Anonymization of Personal Data: Actions of making it impossible to establish a connection between personal data and any specific data subject without using additional information.

Processing of Personal Data: Any action (operation) or a set of actions (operations) performed with personal data using automation tools or without using such tools, including but not limited to collection, recording, classification, accumulation, storage, correction (update, change), extraction, use, transfer (distribution, provision, access), anonymization, blocking, deletion, and destruction of personal data.

Controller: A state body, municipal body, legal entity or individual independently or jointly with other persons organizing the procession of and (or) processing personal data, as well as defining the

purposes of processing personal data, the scope of personal data to be processed, and actions (operations) performed with personal data.

Personal Data: Any information directly or indirectly relating to any specific or identifiable individual (personal data subject).

Provision of Personal Data: Actions aimed at disclosing personal data to any specific person or any specific range of persons.

Distribution of Personal Data: Any actions aimed at disclosing personal data to the general public.

Destruction of Personal Data: Any actions that result in inability of further restoration of personal data in a personal data information system and (or) destruction of physical personal data storage devices.

## **1. General Provisions**

This Personal Data Processing and Protection Policy (hereinafter referred to as the Policy) has been drafted in accordance with Article 18.1 of the Federal Law No. 152-FZ *On Personal Data* of 27.072006 and is a framework internal regulatory document of the Organiser, defining its key activities in terms of processing and protecting of personal data (hereinafter referred to as PD) in relation to which the Organiser is a controller thereof. The Policy has been drawn up for the purposes of the PD processing and protecting laws and is aimed at ensuring human rights and freedoms when processing their PD as part of the Organiser's activity.

## **2. Purpose of Personal Data Processing**

The Organiser shall process your personal data to provide you with products (services) of the Website associated with your visiting the Trade Fair.

## **3. Collection and Use of Personal Data**

The Organiser shall collect only personal data required for registration at the Trade Fair and other events as a visitor or participant, and those you specify in relevant registration form or Contractual Order.

By ticking the "I agree with the Registration Checklist, including the Personal Data Processing and Protection Policy of Euroexpo LLC" box in visitor registration form, you give your consent to the Organiser's processing of your personal data as follows:

- Full Name;
- E-mail address;
- Contact phone number;
- Name of the company you work for;
- Position, profession, and occupation;
- Mailing address.

Personal data processing activities may include collection, recording, classification, accumulation, storage, correction (update, change), extraction, use, transfer, anonymization, blocking, deletion, and destruction of the Organiser's personal data, unless contrary to the applicable law of the Russian Federation and standards of ethics.

This consent shall be valid until the processing goals are achieved and may be withdrawn at any time

upon your written request.

#### **4. Disclosure of Personal Data**

The Organiser shall have the right to transfer user's personal data to third parties only if:

- You have agreed to disclose this information (including exhibitors as part of the OTDYKH Leisure);
- Without this you are unable to have the desired product or service;
- This is required by Russian or international law and/or authorities in compliance with due process of law.

If you have registered for the OTDYKH Leisure or any other event of the Organiser as a visitor, the Organiser reserves the right to transfer information you specified on the website to the third parties as follows:

- Yandex LLC
- UniSender Rus LLC
- Expodat LLC
- OTDYKH Leisure exhibitors

#### **5. How to edit and delete personal data**

The Organiser gives users an option to update or withdraw their consent to the processing of their personal data at any time by sending a relevant request to the Organiser's mailing address.

Users may also write to the addresses referred to herein to have information regarding the processing of their personal data, in accordance with the Federal Law No. 152-FZ On Personal Data of 27.07.2006. Provision of Personal Data: Actions aimed at disclosing personal data to any specific person or any specific range of persons.

#### **6. Key measures to ensure personal data security**

To ensure safety of PD while processing, the Organiser shall have control over the scope and list of measures necessary and sufficient to perform obligations set forth by the PD processing security laws. Those measures shall include, without limitation:

- appointment of a person in charge for PD processing;
- drawing up of documents setting forth the Organiser's policy regarding PD processing, internal procedures associated with PD processing, and procedures aimed at preventing and exposing violations related to PD processing and safety, and controlling relevant damages;
- applying legal, organizational and technical measures to ensure PD safety;
- internal control over compliance of PD processing with relevant laws and regulations, requirements for PD protection, the Organiser's policy regarding PD processing, internal policies and procedures of the Organiser;
- assessment of harm that may be caused to PD subjects in case of any violation of the PD processing requirements and laws, correlation of harm and PD safety measures applied by the Organiser;
- awareness of the Organiser's employees directly involved in PD processing with provisions of PD processing and safety laws;

— accepting and processing of inquiries and requests of PD subjects or their legal representatives, and control over accepting and processing of such inquiries and requests.

## **7. Final Provisions**

Other rights and obligations of the Organiser as PD controller shall be set forth by the laws of the Russian Federation associated with personal data.

## **8. Contact Information**

Company's name in accordance with the constituent documents: Общество с ограниченной ответственностью "Евроэкспо" (Euroexpo Limited Liability Company)

Legal/ actual address: office 452, 35/5/1 bld. 1 Arbat St., 119002 Moscow

Contact phone number: +7 (495) 925 65 61

E-mail: [info@euroexpo.ru](mailto:info@euroexpo.ru)