

Privacy Policy

1. TERMS AND DEFINITIONS

1. The current Personal Data Confidentiality Policy (hereinafter – the Privacy Policy) refers to the below definitions:
 1. «IntTerra LLC Website Administration». This term covers any experts representing the interests of the organization who are liable for website management meaning arrangement and (or) processing of any personal data received. To perform such duties they shall have a clear idea of the purposes of data processing, the data to be processed, the acts (operations) to be taken in respect of received data.
 2. «Personal Data» mean data directly or indirectly related to an identified or identifiable individual (also referred to as the data subject).
 3. «Personal Data Processing» means any operation (act) or any of them in the aggregate which are performed by the Administration in respect of personal data. They may be collected, recorded, systematized, accumulated, stored, clarified (if necessary, - updated or amended), extracted, used, transferred (distributed, submitted, made available), depersonalized, blocked, deleted or even destroyed. Such operations (acts) may be performed both automatically and manually.
 4. «Personal Data Confidentiality» means a mandatory requirement imposed on the Operator or other official operating User data to maintain the confidence of received data not disclosing them to any unauthorized persons, if the User having submitted the personal data does not consent thereto and when there is no legal ground for disclosure.
 5. «IntTerra LLC Website User» (hereinafter – the User) means a person visiting the website as well as using its programs and products.
 6. «Cookies» means a short piece of data transmitted by web browser or web client to the web server in a HTTP-request each time when the User opens a page. The data piece shall be stored on the User's computer.
 7. «IP-Address» means a unique network address of a node in a computer network based on TCP/IP protocol.

2. GENERAL PROVISIONS

1. Surfing a website as well as use of its programs and products shall be deemed automatic acceptance of the website's Privacy Policy involving submission of the User's personal data for processing.
2. If the User does not accept the existing Privacy Policy, the User shall close the website page.
3. The available Privacy Policy shall apply solely to the website. If a User follows any links on the above website to view any third party resources, the website shall not be liable for its acts.

4. The Website Administration is not in charge of validity checks of any personal data reported upon the decision of the User having accepted the Privacy Policy.

3. SUBJECT OF PRIVACY POLICY

1. Pursuant to the currently adopted Privacy Policy the Website Administration shall be obliged not to disclose personal data reported by Users registered on the website or placing any orders for use of website's software products, as well as shall procure absolute confidentiality of such data.
2. To report any personal data, the User shall fill in any website-based electronic forms. The User's personal data to be processed include:
 1. its full name;
 2. its contact phone number;
 3. its e-mail address (e-mail);
 4. name of represented legal entity;
 5. address used for entrepreneurial and other commercial activity of the User or its represented person;
 6. User's residence address.
3. The protection of data obtained automatically upon viewing of any advertising blocks or visiting pages with installed statistical system scripts (pixels) shall rest with the website. Below is the list of such data:

IP-address;

cookies data;

information about the browser (or other program used to view the advertisements);

website session time;

address of the web page containing the advertising block;

referrer (address of the previous page).
4. Deactivation of cookies may make unavailable any website parts requiring authorization.
5. The Website collects statistical data on IP-addresses of all website visitors. Such data are required to detect and to resolve any technical problems and to control the lawfulness of financial payments.
6. Any other personal data not mentioned above (on the orders/requests made, web browser used, operating system installed etc.) shall be kept secure and are not to be disseminated. The current Privacy Policy contains exceptions for cases described in Sub-clauses 5.2 and 5.3.

4. PURPOSES OF COLLECTION OF USER'S PERSONAL INFORMATION

1. The Website Administration collects User's personal data in order:
 1. To identify the User that registered on the website to place an order and (or) to remotely purchase the services of this website.
 2. To provide access to the User to any personalized resources of such website.
 3. To establish interaction with the User meaning, in particular, mailout of requests and notifications related to website usage, processing of user requests and orders, provision of other services.

4. To determine the User's location to secure safety of payments and to prevent fraud.
5. To acknowledge completeness and reliability of data submitted by the User.
6. To create an account for use of website software products, if the User has expressed such an intent.
7. To notify the User of the status of its website order.
8. To process and to receive payments, to confirm any taxes or tax privileges, to dispute payments, to determine reasonability of extending a credit facility to a specific User.
9. To secure for the User the quickest possible resolution of problems associated with website use through effective customer and technical support.
10. To timely inform the User of any updated products, to make it aware of unique offers, new prices, website or its partners news and other information, if the User consents thereto.
11. To advertise website software products, if the User consents thereto.
12. To provide User access to the website or website services, thus enabling it to obtain products, updates and services.

5. METHODS AND TERMS OF PERSONAL DATA PROCESSING

1. There is no time limit for processing User's personal data. Processing may be enabled using any statutory methods. In particular, personal data information systems managed on an automated or non-automated basis may be used.
2. User's personal data processed by the Website Administration may be transferred to third parties including courier services, postal organizations, telecom carriers. It may be required to fulfil the User's order placed on the website and to deliver the relevant information/correspondence/supplies to the address. User's consent to such transfer is provided for in the website policy rules.
3. Personal data processed by the Website Administration may also be transferred to the competent state government authorities of the Russian Federation, where it is lawful and consistent with the procedure established by Russian legislation.
4. If any personal data are lost or disclosed, the User shall be notified by the Website Administration thereof.
5. All acts of the Website Administration are intended to eliminate any third party access to the User's personal data (except for Sub-clauses 5.2, 5.3). Such third parties must not receive the above information even accidentally to prevent them from its destruction, amendment or blockage, copying or distribution as well as other unlawful acts. To protect user data the Administration has in place a set of organizational and technical measures.
6. If any personal data are lost or disclosed, the Website Administration together with the User is ready to take all efforts to exclude losses and other negative consequences caused by the situation.

6. PARTIES' OBLIGATIONS

1. The User's obligations include:
 1. Reporting any information about itself compliant with the website requirements.
 2. Updating and supplementing any data submitted by it in case of their change.
2. The Website Administration's obligations include:
 1. Application of any obtained data solely for purposes set forth in Cl. 4 of the current Privacy Policy.
 2. Securing confidentiality of information received from the User. It shall not be disclosed, unless the User consents thereto in writing. The Administration also may not sell, exchange, publish or otherwise disclose personal data transferred by the User except for Sub-clauses 5.2 and 5.3 of the current Privacy Policy.
 3. Taking precautions for the User's personal data to remain strictly confidential to the extent of confidentiality of similar data in the ordinary course of business.
 4. Blocking user personal data from the moment of receipt of the relevant request of the User or its legal representative. The right to send a block request shall also be granted to the authority empowered to protect the rights of the User having submitted its data to the Website Administration for the period of inspection in case any personal data unreliability or unlawfulness of acts are detected.

7. PARTIES' LIABILITY

1. In case of failure by the Website Administration to perform its own obligations and as a result – incurrance of losses by the User caused by improper use of information submitted by it, liability shall be imposed on the Administration. This, in particular, is stipulated by Russian legislation. The current Privacy Policy contains exceptions for cases set forth in Sub-clauses 5.2, 5.3 and 7.2.
2. But there are cases when the Website Administration shall be released from liability in case of loss or disclosure of user data. These cases include:
 1. User data coming into the public domain before they are lost or disclosed;
 2. Their disclosure by third parties before their receipt by the Website Administration;
 3. Their disclosure with the User's consent.

8. SETTLEMENT OF DISPUTES

1. If the User is dissatisfied with the acts of the Website Administration and intends to assert its rights in a court of law, to file a lawsuit it shall in all cases submit a claim (make a written proposal to voluntarily resolve the conflict).
2. The Administration having received the claim shall within 30 calendar days from the date of its receipt to inform the User in writing of its consideration and any measures taken.
3. If both parties fail to agree, the dispute shall be submitted to a judicial authority to be further settled under the current Russian legislation.

4. Relations of the User and the Website Administration within the Privacy Policy shall be governed pursuant to current Russian legislation.

9. ADDITIONAL PROVISIONS

1. The Website Administration shall be entitled to amend the existing Privacy Policy without the User's consent.
2. A new Privacy Policy shall enter into force from the moment the information thereon is placed on the website, unless the amended Policy does not otherwise provide.
3. All proposals, preferences, requests or questions concerning this Privacy Policy shall be reported in the feedback section at the address: info@intterra.ru
4. For more information about the current Privacy Policy visit the web page at the address www.intterra.ru

Consent to Personal Data Processing

Consent to Personal Data Processing

I, hereinafter – the “Data Subject”, hereby in furtherance of requirements of the Federal Law dated July 27, 2006, No. 152-FZ “On Personal Data” (as amended and restated) of my own free will and volition and for my own benefit give my consent to IntTerra LLC to process my personal data submitted upon registration when filling in a web form on the website www.intterra.ru and its subdomains *.intterra.ru (hereinafter – the Website) sent (completed) with the use of the Website.

Personal data are understood by me to mean any information referring to me as a Data Subject including my surname, name and patronymic, address, education, profession, contact data (telephone number, fax, e-mail, postal address), photographs, any other information. Personal data processing is understood by me to mean collection, systematization, accumulation, clarification, update, amendment, use, distribution, transfer, also cross-border, depersonalization, blocking, destruction, permanent storage, and any other acts (operations) with personal data.

Personal data of the Data Subject are processed solely for registration of the Data Subject in the website database with subsequent sending to the Data Subject of postal and SMS-messages, inter alia containing advertisements, from the website, its affiliates and/or subcontractors, newsletters, invitations to the website events and other information containing advertisements and news as well as for proving the Data Subject’s identity when visiting the website events.

The date of submission of a Data Subject’s consent to personal data processing shall be deemed the date of sending the registration web form from the Website.

Personal data of the Data Subject may be processed on an automated and/or non-automated basis in compliance with current Russian legislation and internal website regulations.

The Website takes or procures the taking of the necessary legal, organizational and technical measures for protection of personal data from unauthorized or accidental access thereto, destruction, amendment, blocking, copying, submission, distribution of personal data as well as from other unlawful acts in respect of personal data as well as assumes an obligation to keep the Data Subject’s personal data confidential. The Website shall be entitled to engage subcontractors for the processing of the Data Subject’s personal data as well as to transfer personal data for processing to its affiliates securing assumption by such subcontractors and affiliates of the relevant obligations in respect of personal data confidentiality.

I am aware that:

1. this consent to processing of my personal data submitted upon registration on the Website sent (completed) with the use of the Website shall be valid within twenty (20) years from the moment of registration on the Website;
2. the consent may be withdrawn by me based on a written application in any form;
3. submission of personal data of third parties without their consent shall result in liability in compliance with current legislation of the Russian Federation.