



Privacy Policy

1. General provisions

This Privacy Policy sets out the procedure for processing of personal data obtained by CIS Center Russia from users who visit the website with the domain name ciscenter.org (hereinafter referred to as the «Website»), as well as data security measures.

This Policy applies directly to the Website of our company and data received using it. It does not apply to any other websites or third-party websites that may refer to our Website or contain a direct link to the Website, as well as links from this Website to other information and telecommunications websites, including partner websites.

2. Data collection

When you visit our Website, we determine the IP address, the domain name you transferred from (e.g., yandex.ru) and the country of IP registration. We also record all visitors' transfers from one Website page to another.

Data obtained by us on the Website automatically can be used to facilitate the Website use. The Website collects only general data voluntarily provided by your browser during your visit. Statistical data about IP addresses are collected for the purpose of identification and solving of technical problems.

The Website applies the standard cookies technology (hereinafter referred to as the "Cookies") to set up Website display styles depending on screen settings. Cookies mean data from the website that are stored on your computer's HDD. Cookies contain information that may be necessary for Website configuration - saving your settings for viewing and collecting statistical data on the Website, i.e. pages you visit, data you download, the domain name of the Internet service provider and the visitor's country, as well as addresses of third-party websites from which you transfer to the Website.

The cookies technology does not contain any personal data about you. To view information without cookies, you can set up your browser so that cookies are used automatically, or the message on their sending is displayed (browsers have different settings, so we recommend you to apply to the "Help" section to learn how to change browser settings related to cookies). Read more about cookies files here: [http://ru.wikipedia.org/wiki/HTTP cookie](http://ru.wikipedia.org/wiki/HTTP_cookie).

Besides, the Website uses the standard functionality (logs) of the web server to count the number of visitors and assess technical capabilities of the host server, ratings and traffic counters from third-party companies. We use this information to determine the number of Website visitors and arrange pages in the most user-friendly way, as well as make the Website content as useful to visitors as possible. We record data about transfers on the Website, but not about individual Website visitors. Therefore, no personal data about you will be stored or used by the Website's administration without your consent.

Personal data provided by you when filling in the feedback form on our Website include as follows:

- name and surname;
- contact phone number;
- e-mail.

We collect personal data of users only if they provide them to us on a voluntarily basis. You can refuse to provide personal data at any time, however this may limit the access to certain functions of the Website.

The Website's administration does not verify the accuracy of personal data provided by users, or the legal capacity of users. The Website's administration assumes that data provided by you through the feedback form are accurate.

The user is responsible for the provision of third-party personal data.

3. Purposes of use of personal data

Personal information is used for the purpose of concluding agreements to which the subjects of personal data are a party, as well as exclusively for the execution of these agreements and the conclusion of agreements with subjects of personal data.

4. Processing of users' personal data

By entering your personal data in the feedback form on our Website and clicking "Send", you decide to provide your personal data and give the informed consent to processing thereof in accordance with this Policy.

By clicking "Send", you also agree that the Website's administration has the right to store and process any information, including automated information, related to User's personal data in accordance with Federal Law No. 152-ФЗ dated 27.07.2006 "On Personal Data", in particular, to collect, classify, accumulate, store, clarify, use, distribute (including the transfer), depersonalize, block, destruct personal data provided when filling in the feedback form on the Website.

You may withdraw your consent to the processing of personal data at any time by sending the written request to the Website's administration at e-mail: info@ciscenter.org.

In the event the user withdraws his/her consent to the processing of personal data, the Website's administration deletes the user's personal data and has no right to use them in the future.

5. Data protection

The Website's administration maintains confidentiality and security when processing your personal data. We take the appropriate security measures during the collection, storage and processing of any collected data to prevent an unauthorized access, change, disclosure or destruction of your personal data received through the feedback form on our Website.

6. Data disclosure to third parties

Your personal data are kept confidential. The Website's administration does not disclose user's personal data to third parties, unless otherwise expressly stipulated by the applicable legislation of the Russian Federation.

We do not sell or exchange personal data of users. We may involve third-party service providers and our partners to assist us in managing our business and the Website or managing the activities on our behalf, e.g., carrying out mailing or statistical and other research. We may share this information with such third parties for limited purposes, provided you have given us the appropriate permits.

7. Responsibility of Website's administration

In the event the Website's administration fails to fulfil its confidentiality obligations with regard to user's personal data, it shall bear responsibility for the losses incurred due to the illegal use thereof in accordance with the legislation of the Russian Federation.

The Website's administration shall not be responsible for the loss or disclosure of user's confidential data in cases where such information:

- became publicly available before its loss or disclosure;
- was received from a third party before the provision thereof by the Website's administration;
- was disclosed with the user's consent.

The Website's administration takes the necessary organizational and technical measures to protect your personal data from an unauthorized or accidental access, destruction, change, blocking, copying, distribution, as well as from other illegal actions of third parties. The Website's administration informs the user in the event his/her personal data are lost or disclosed.

This Privacy Policy does not apply to visiting third-party Websites. The Website's administration is not responsible for the actions of other websites.

8. Settlement of disputes

This Private Policy and relationship between the user and the Website's administration are governed by the applicable legislation of the Russian Federation.

Before applying to court with the disputes arising from the relationship between the user and the Website's administration, claims (written proposals for out-of-court dispute settlement) shall be filed.

The receiver of the claim shall notify the applicant in writing of the results of its review within 30 calendar days from the date of receipt of the claim.

If the agreement is not reached, the dispute will be referred to court in accordance with the applicable legislation of the Russian Federation.

9. Amendments to Privacy Policy

The Website's administration has the right to update this Privacy Policy at its own discretion at any time without the user's consent. In this case, we publish a notice in the "News" section of our Website. We recommend users to regularly review this section to be aware of any changes in our methods of protection of personal data we collect.

The new Privacy Policy becomes effective after its placement on the Website, unless otherwise stipulated by the new revision.

By using the Website, you assume responsibility for the periodic review of the Privacy Policy and amendments thereto.

Contact us

If you have any questions or suggestions with regard to the Privacy Policy, Website use or any other issues related to the Website, please do not hesitate to contact us at info@ciscenter.org.