

STATEMENT
OF APPROVAL OF THE PERSONAL DATA PROCESSING POLICY FOR THE
PARTICIPANTS OF I FORUM OF REGIONAL LEADERS OF THE SHANGHAI
COOPERATION ORGANIZATION MEMBER STATES

1. General Provisions

1.1. In accordance with the requirements of Article 18.1 of Federal Law of the Russian Federation No. 152-ФЗ "On the Personal Data" dated July 27, 2006, this Statement defines the procedure for processing personal data of the participants of I Forum of Regional Leaders of the Shanghai Cooperation Organization Member States (hereinafter referred to as the Forum Participants) required for accreditation to participate in I Forum of Regional Leaders of the Shanghai Cooperation Organization Member States (hereinafter referred to as the Forum), as well as of the potential Forum Participants who submitted their personal data at the Forum's website (scoregions.com; hereinafter referred to as the Forum's Website), by Autonomous Nonprofit Organization "International Cooperation Agency of the Chelyabinsk Region" (hereinafter referred to as the Agency).

1.2. The purpose of the personal data processing regulation is to ensure alignment of observation of the responsibilities, legal rights and interests of the Forum Participants with the need in collection (acquisition), systematization (combination), storage, and transmission of the information constituting personal data in the process of accreditation for the Forum and submission of personal data by Potential Forum Participants at the Forum's Website for further coordination of participation in the Forum with the Administration of the Federal Security Service of Russia for the Chelyabinsk Region and the General Administration of the Ministry of Internal Affairs of Russia for the Chelyabinsk Region.

1.3. Any and all personal data of the Participants are classified as a confidential, legally protected secret of the Agency.

1.4. The executive in charge of personal data protection shall be assigned by a respective order of the Agency head.

2. General Definitions. Personal Data Composition

2.1. The following general definitions are employed for the purposes hereof:

1) Forum Participant – a person who submitted his/her personal data at the Forum's Website and has been accredited for participation by the Administration of the Federal Security Service of Russia for the Chelyabinsk Region and the General Administration of the Ministry of Internal Affairs of Russia for the Chelyabinsk Region;

2) Potential Forum Participant – a person intending to participate in the Forum who submitted his/her personal data at the Forum's Website and has not been accredited by the Administration of the Federal Security Service of Russia for the Chelyabinsk Region and the General Administration of the Ministry of Internal Affairs of Russia for the Chelyabinsk Region;

3) Personal data – any and all information directly or indirectly associated with a certain natural person or a natural person identifiable by this information (a Potential Forum Participant as a personal data subject).

This information includes the following:

- Last name
- First name
- Patronymic name (if any)
- Date of birth
- Citizenship
- City
- Contact telephone number
- E-mail address
- Organization
- Organization profile
- Position
- Photograph
- Passport scan (main page)
- Date/time/city and flight of arrival
- Date/time/city and flight of departure
- Hotel name
- Room category
- Type of payment
- Participation in the "Role of Regions in the Development of Logistical Routes in the SCO space" panel discussion
- Participation in the "Regional Agricultural Cooperation as Exemplified by Regions of the SCO Member States" panel discussion
- Requests for bilateral meetings
- Document signing (Y/N)
- Participation in the business forum

- Output products
- Actual country of origin
- Cooperation possibilities

4) Personal data processing – any action (operation) or a set of actions (operations) performed on personal data with or without the use of automation means, including acquisition, recording, systematization, accumulation, storage, rectification (update, change), extraction, use, transmission (distribution, provision, access), depersonalization, blocking, deletion, and destruction of personal data;

5) Personal data confidentiality – a requirement to prevent distribution of personal data without consent of personal data subjects or any other legal grounds obligatory for the assigned executive holding access to personal data of the Forum Participants / Potential Forum Participants;

6) Personal data distribution – any and all activities aimed at transmitting personal data of the Forum Participants / Potential Forum Participants to a specific range of persons (personal data transmission) or familiarization of an unlimited range of persons with the said personal data, including publication of personal data in mass media and/or information and telecommunications networks or any other granting of access to personal data of the Forum Participants / Potential Forum Participants;

7) Personal data use – activities (operations) with personal data performed by an authorized executive of the Agency to make decisions or perform other actions producing legal effects in respect of the Forum Participants / Potential Forum Participants or otherwise affecting their rights and freedoms or rights and freedoms of other people;

8) Personal data blocking – temporary cessation of acquisition, systematization, accumulation, use, and distribution of personal data, including transmission thereof;

9) Personal data destruction – any and all activities rendering recovery of the contents of personal data in the personal data information system for Forum Participants / Potential Forum Participants impossible or resulting in destruction of physical personal data storage media;

10) Personal data depersonalization – any and all activities rendering identification of a specific personal data subject on the basis of his/her personal data impossible;

11) Publicly available personal data – personal data accessible to an unlimited range of persons with the personal data subject's sanction or any such data not covered by the confidentiality requirement;

12) Information – data (details, particulars) regardless of the format;

13) Documented information – information recorded to a physical medium by means of documentation along with the particulars rendering identification of this information or its physical medium possible;

14) Headquarters of the Administration of the Federal Security Service of Russia for the Chelyabinsk Region and the General Administration of the Ministry of Internal Affairs of Russia for the Chelyabinsk Region – the Administration of the Federal Security Service of Russia for the Chelyabinsk Region and the General Administration of the Ministry of Internal Affairs of Russia for the Chelyabinsk Region accrediting the Forum Participants.

2.2. The Agency shall perform mixed processing of personal data of the Forum Participants.

2.3. The information provided by a Forum Participant / Potential Forum Participant by submitting a form at the Forum's Website has an electronic format. The website is protected by the SSL (Secure Sockets Layer) cryptographic protocol to ensure protected information transmission over the Internet.

2.4. The website generates electronic documents by means of the integrated services when a form is completed.

2.5. After that, registration forms shall be transferred to an Executive in Charge of personal data protection for further processing of personal data of the Forum Participants. In the process of accreditation by the Administration of the Federal Security Service of Russia for the Chelyabinsk Region and the General Administration of the Ministry of Internal Affairs of Russia for the Chelyabinsk Region, personal data of the Forum Participants shall be processed in hard copy.

2.6. In the process of accreditation, the Executive in Charge of personal data protection shall transfer generated forms to the Administration of the Federal Security Service of Russia for the Chelyabinsk Region and the General Administration of the Ministry of Internal Affairs of Russia for the Chelyabinsk Region in hard copy.

2.7. By providing his/her personal data to the Agency and giving consent for personal data processing, the Forum Participant / Potential Forum Participant agrees to receive information e-mails.

2.8. The Forum Participant / Potential Forum Participant may refuse to receive information at his/her discretion by notifying the Agency of such refusal by e-mail: info@scoregions.ru.

3. Personal Data Processing

3.1. The Forum Participant or the Potential Forum Participant is the only source of information on his/her personal data.

3.2. The Agency shall process personal data of the Forum Participants or the Potential Forum Participants only with their express consent.

3.3. The Forum Participant or the Potential Forum Participant shall provide the Agency with a completed personal data processing consent form.

3.4. The consent is not required in the following instances:

- personal data processing is performed on the basis of a federal law defining the purpose thereof, personal data acquisition conditions, and the range of subjects, the personal data whereof are subject to processing, as well as of a specific authority of the Agency;

- personal data processing is performed for statistical or other research purposes only provided that the personal data are depersonalized.

3.6. The Forum Participant or the Potential Forum Participant shall provide the Agency with true information about himself/herself. The Administration of the Federal Security Service of Russia for the Chelyabinsk Region and the General Administration of the Ministry of Internal Affairs of Russia for the Chelyabinsk Region shall verify accuracy of this information.

3.7. In the course of personal data processing, the Agency shall observe the following principles:

- the principle of legality and equitable basis;

- the principle of restriction of personal data processing with fulfilment of specific predefined legal purposes;

- the principle of prevention of the personal data processing inconsistent with the personal data acquisition purposes;

- the principle of processing of the personal data consistent with the data processing purposes;

- the principle of consistency of the contents.

4. Personal Data Transmission

4.1. In the course of transmission of personal data of a Forum Participant or a Potential Forum Participant, the Agency shall observe the following requirements:

4.1.1. To transmit personal data of the Forum Participants / Potential Forum Participants within the limits defined herein.

4.1.2. To grant access to personal data of the Forum Participants / Potential Forum Participants only to the Agency's employees, and such employees shall only be granted access to the pieces of personal data required to perform their assigned functions.

4.1.3. To transmit personal data of the Forum Participants / Potential Forum Participants to the Administration of the Federal Security Service of Russia for the Chelyabinsk Region and the General Administration of the Ministry of Internal Affairs of Russia for the Chelyabinsk

Region and limit this information to the pieces of personal data required for accreditation to the Forum.

4.2. Personal data of the Forum Participants / Potential Forum Participants shall be processed and stored by the executive in charge of personal data protection.

4.3. Personal data of the Forum Participants / Potential Forum Participants may be acquired, processed further, or transferred for storage both in hard and soft copy (by means of a local computer network or over the Internet).

5. Personal Data Access

5.1. The following persons shall have access to personal data of the Forum Participants / Potential Forum Participants:

- Agency head;
- Executive in Charge of personal data protection;
- other Agency's employees granted access by order of the Agency head;
- specialists of the Foreign Economic Administration of the Ministry of Economic Development of the Chelyabinsk Region;
- specialists of the Administration of the Federal Security Service for the Chelyabinsk Region;
- specialists of the General Administration of the Ministry of Internal Affairs for the Chelyabinsk Region;

5.2. The Forum Participant / Potential Forum Participant is entitled to the following:

5.2.1. To receive the following information from the Agency:

- confirmation of personal data processing by the Agency;
- information on the persons who have been or may be granted access to the personal data;
- list of the processed personal data and the source of acquisition thereof;
- legal grounds and purposes of personal data processing;
- information on the personal data processing methods employed by the Agency;
- personal data processing timeline, including the personal data storage period;
- information on the possible legal effects of the personal data processing on the personal data subject;
- other information as set forth in Federal Law No. 152-Φ3 "On the Personal Data" or other federal laws.

5.2.2. To appeal against injurious action or inaction of the Agency in the course of personal data processing and protection to the authorized personal data subject rights protection body or a court of law.

5.3. Personal data of the Forum Participants / Potential Forum Participants may be copied or extracted by the Executive in Charge of personal data protection solely for work-related purposes on the grounds of an approved written request.

5.4. By giving consent for personal data processing, the Forum Participant / Potential Forum Participant agrees to the personal data processing within the limits defined herein.

6. Measures for Safety Assurance of Personal Data in the Course of Processing Thereof and Liability for Breaching the Norms Regulating Personal Data Processing

6.1. In the course of personal data processing, the Agency shall take necessary legal, organizational, and technical measures for personal data protection against illegal or accidental access to, destruction, alteration, blocking, copying, provision, and/or distribution of personal data, as well as against any and all other illegal actions against personal data.

6.2. Personal data processing and safety assurance by the Agency shall be performed in accordance with requirements of the Constitution of the Russian Federation, Federal Law No. 152-Φ3 "On the Personal Data", bylaws, and other federal laws of the Russian Federation defining instances and considerations for personal data processing.

6.3. The Agency's employees guilty of breaching the personal data treatment procedure shall bear responsibility as set forth by the effective legislation of the Russian Federation.

7. Personal Data Storage and Processing Timeline

7.1. Personal data of the Forum Participants / Potential Forum Participants shall be processed at the Agency throughout the accreditation procedure and stored for at least one (1) year after its completion in accordance with all the requirements set forth herein and the effective legislation. The Agency is entitled to destroy personal data at the end of the aforementioned period.