



APPROVED

CEO of "ASONIKA" SRI (Russia)

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Quality Management System

The policy of "ASONIKA" Scientific-Research Institute (Russia) in relation to the processing of personal data

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1. Application area

1.1 This Policy regarding the processing of personal data (hereinafter referred to as the Policy) is aimed at protecting the rights and freedoms of individuals whose personal data are processed by "ASONIKA" Scientific-Research Institute (hereinafter referred to as the Operator).

1.2 This Policy is developed in accordance with the Federal Law of July 27, 2006 № 152-FL "On Personal Data" (hereinafter - the Federal Law "On Personal Data").

1.3 The policy contains information to be disclosed in accordance with Part 1 of Art. 14 of the Federal Law "On Personal Data", and is a public document.

2. Information about the operator

Full name is "ASONIKA" Scientific-Research Institute, ITIN 3305708001, MRSN 1093332002312, legal address: st. Mashinostroiteley 11, office 69, Kovrov, Vladimir Region, 601914.

3. Information on the processing of personal data

3.1 The operator processes personal data on a legal and fair basis to perform the functions, powers and duties established by law, protect the rights and legitimate interests of the Operator, employees of the Operator and third parties.

3.2 The operator receives personal data directly from the subjects of personal data.

3.3 The operator processes personal data by automated and non-automated methods, using computer facilities and without using such means.

3.4 Personal data processing activities include collection, recording, systematization, accumulation, storage, updating (updating, modification), extraction, use, transmission (distribution, provision, access), depersonalization, blocking, removal and destruction.

4. Processing of personal data of employees

4.1 The operator processes the personal data of the Operator's employees within the framework of legal relations regulated by the Labor Code of the Russian Federation (hereinafter referred to as the RF LC).

4.2 The operator processes personal data of employees with the purpose of executing labor contracts with employees, compliance with the norms of the legislation of the Russian Federation and with other legitimate aims, in particular:

- maintenance of personnel records;
- accounting;
- the exercise of the functions, powers and duties imposed by the legislation of the Russian Federation on the Operator, including the provision of personal data to public authorities, the Pension Fund of the Russian Federation, the Social Security Fund of the Russian Federation, the Federal Compulsory Medical Insurance Fund, and other state bodies;
- observance of norms and requirements on labor protection and ensuring personal safety of the Operator's employees, safety of property;
- control over the quantity and quality of the work performed;
- granting of privileges and compensations, stipulated by the legislation of the Russian Federation;
- opening personal bank accounts of the Operator's employees for the transfer of wages;
- insurance under voluntary health insurance programs;
- transfer of insurance contributions to non-state pension funds;
- providing access control in the territory of the Operator;
- Providing access control in the territory of the Operator;
- maintenance of the personnel reserve.

4.3 The operator processes personal data of employees with their written consent. The operator processes the personal data of the laid-off workers within the period established by item 5, part 3 of Art. 24 parts of the first Tax Code of the Russian Federation, part 1 of Art. 29 of the Federal Law "On Accounting" dated December 6, 2011 No. 402-FL and other normative legal acts.

4.4 The operator can process special categories of personal data of employees (information on the state of health relating to the possibility of performing their labor functions) on the basis of item 2. 3 p. 2 of Art. 10 of the Federal Law "On Personal Data".

4.5 The operator does not process biometric personal data of employees.

4.6 The operator processes personal data of employees:

- Full Name;
- former surname, name, patronymic, date, place and reason for the change (in case of change);
- type, series and number of the document proving the identity;
- the date of issue of the identity document and the data on the issuing authority;
- Date of Birth;
- the address of registration and actual residence, including the former one;
- taxpayer identification number;
- income;
- Personnel Number;
- number of insurance certificate of state pension insurance;
- marital status;
- health status;
- education;
- profession;
- information contained in documents of military registration;
- information contained in labor contracts and supplements to them;
- information contained in the confidentiality obligation;

- information contained in the sheet of familiarization with the local acts of the Operator;
- information contained in the notice of the employee's bank card upon dismissal;
- information contained in consent to the processing and transfer of personal data;
- information contained in personal cards of employees;
- information contained in the applications of employees;
- Place of Birth;
- work record and other information contained in the work book;
- mobile, home, office phone;
- E-mail address;
- the photo;
- insurance premiums for compulsory pension insurance;
- insurance premiums for compulsory health insurance.

4.7 In accordance with the procedure established by law, and in accordance with Art. 7 of the Federal Law "On Personal Data" in order to achieve the objectives of processing personal data and with the consent of employees. The operator provides personal data of employees or instructs their processing to the following persons:

- state bodies (PFR, FTS, SIF, etc.);
- bank (within the salary project);
- insurance company (as part of the Voluntary medical insurance program).

5. Processing of personal data of other individuals, including counterparty employees and potential counterparties

5.1 The operator processes personal data of other individuals, including counterparty employees and potential counterparties, within the legal relationships of counterparties with the Operator, regulated by the civil legislation of the Russian Federation.

5.2 The operator processes the personal data of other individuals, including counterparty employees and potential counterparties, for the purpose of:

- negotiation, conclusion and execution of contracts;
- sending counterparties and potential contractors to marketing and advertising information, including with the involvement of third parties as advertising distributors;
- providing information about the products and capabilities of the Operator and receiving feedback regarding such products and opportunities, including by establishing personal contact;
- providing information about the activities carried out by the Operator;
- formation of the base of potential candidates for the vacancies of the Operator.

5.3 The operator processes personal data of other individuals, including counterparty employees and potential counterparties, with their consent. Consent is granted in writing or by performing conclusive acts (registration on the Operator's website, entering your personal data into the form on the website by an individual).

5.4 The operator processes the personal data of other individuals, including counterparty employees and potential counterparties, from the moment they are received to the expiration of the period for which consent was given to the processing of personal data or the withdrawal of consent by the natural person giving it.

5.5 The operator processes the following personal data of other individuals, including counterparty employees and potential counterparties:

- Full Name;
- former surname, name, patronymic, date, place and reason for the change (in case of change);
- place of work (name and address of the organization, position held, company requisites);
- address of registration and actual residence;
- contact information (phone number (mobile, work, home), e-mail address, fax).

6. Processing of personal data of job applicants for vacant posts

6.1 The operator processes the personal data of job applicants for vacant positions (hereinafter referred to as job seekers).

6.2 The operator processes the personal data of the applicants with a view to:

- making decisions about admission or refusal to apply for a job;
- maintenance of the personnel reserve.

6.3 The operator processes the personal data of the applicants with their consent. The exception is cases where on behalf of the applicant there is a recruitment agency with which he entered into a relevant agreement, as well as when the competitor independently places his resume accessible to an unlimited number of persons on the Internet.

6.4 The operator does not process special categories of personal data of applicants and biometric personal data of applicants.

6.5 The operator processes the personal data of the applicants:

- Full Name;
- seniority;
- Date of Birth;
- contact information (phone number (mobile, work, home), e-mail address, fax);
- Other personal data provided by the applicant, including those specified in the resume.

7. Realized requirements for the protection of personal data

7.1 The operator appoints the person responsible for organizing the processing of personal data in order to fulfill the duties stipulated by the Federal Law "On Personal Data" and the normative legal acts adopted in accordance with it.

7.2 The operator applies a set of legal, organizational and technical measures to ensure the security of personal data to ensure the confidentiality of personal data and their protection against illegal actions, as well as to protect the rights and legitimate interests of subjects of personal data, in particular:

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- provides unrestricted access to this Policy, which is posted at the Operator's address, as well as on the Operator's website;
- approves and puts into effect the document "Regulation on the processing of personal data" (hereinafter - the Regulations) and other local acts;
- acquaints employees with the provisions of legislation on personal data, as well as with the Policy and Regulations;
- restricts access to technical facilities and office space, permits the Operator's employees to access personal data processed in the information system of the Operator, as well as to their material carriers, only for employees to perform their duties;
- establishes rules for access to personal data processed in the information system of the Operator, and also ensures registration and accounting of all actions with them;
- assesses the harm that may be caused to the subjects of personal data in the event of violation of the Federal Law "On Personal Data";
- Identifies threats to the security of personal data when processing them in the information system of the Operator;
- applies organizational and technical measures and uses the means of information protection necessary to achieve the established level of protection of personal data;
- It detects the facts of unauthorized access to personal data and takes response measures, including the restoration of personal data modified or destroyed due to unauthorized access to them;
- assesses the effectiveness of measures taken to ensure the security of personal data prior to the commissioning of the Operator's information system;
- carries out internal control over the compliance of the processing of personal data of the Federal Law "On Personal Data", regulatory acts adopted in accordance with it, requirements for the protection of personal data, Policies, Regulations and other local acts, including control over measures taken to ensure the security of personal data and their level security in processing in the operator's information system;
- fulfills other requirements of legislation.

8. Rights of subjects of personal data

8.1 The subject of personal data has the right to receive information regarding the processing of his personal data, including:

- confirmation of the fact of personal data processing by the Operator;
- legal grounds and objectives for the processing of personal data;
- goals and methods of processing personal data used by the Operator;
- name and location of the Operator, information about the persons (with the exception of the Operator's employees) who have access to personal data or who can disclose personal data on the basis of a contract with the Operator or on the basis of a federal law;
- processed personal data relating to the relevant personal data subject, the source of their receipt, if another procedure for the submission of such data is not provided for by federal law;
- terms of processing of personal data, including the time of their storage;
- the procedure for the subject of personal data to exercise the rights provided for by this Federal Law;
- information on the carried out or expected transboundary data transfer;
- name or surname, name, patronymic and address of the person carrying out the processing of personal data on behalf of the Operator, if the processing is entrusted or will be entrusted to such person;
- other information provided for by the Federal Law "On Personal Data" or other federal laws.

8.2 The data subject has the right to require the Operator to verify his personal data, blocking or destroying it in case personal data are incomplete, outdated, inaccurate, illegally obtained or not necessary for the stated purpose of processing, and also take measures provided by law to protect their rights.

8.3 The subject of personal data has the right to revoke his / her consent to the processing of personal data by sending a written notice of revocation to the Operator, as well as to protect his rights and legitimate interests, including compensation for damages and compensation for

moral damage in court, and to appeal actions or inaction of the Operator to the authorized body for the protection of the rights of subjects of personal data or in court.

8.4 To realize their rights and legitimate interests, the personal data subjects have the right to apply to the Operator or send a request personally or with the help of a duly authorized representative. The request must contain the information specified in Part 3 of Art. 14 of the Federal Law "On Personal Data".

9. Liability for violation of legislation in the field of personal data processing

Persons guilty of violating the rules governing the receipt, processing and protection of personal data bear the responsibility provided for by law in force: disciplinary, administrative, civil law.