

PERSONAL DATA PRIVACY POLICY OF THE AUTONOMOUS NON-PROFIT ORGANISATION 'MOSCOW URBAN FORUM'

The Autonomous Non-Profit Organisation 'Moscow Urban Forum' (hereinafter, the 'Operator') shall process personal data in accordance with this Personal Data Privacy Policy (hereinafter, the 'Privacy Policy'). This Privacy Policy shall apply to the relations between users of the website of the Autonomous Non-Profit Organisation 'Moscow Urban Forum' hosted on the domains mosurbanforum.ru and mosurbanforum.com (and their subdomains) (hereinafter, the 'Website') and the mobile application of the Autonomous Non-Profit Organisation 'Moscow Urban Forum' (hereinafter, the 'Mobile App') for the Moscow Urban Forum and the Operator, and it shall govern the processing of users' personal data transferred by users of the Website and Mobile App using the functions of the Website and Mobile App.

Definition of Terms

The following terms are used in this Privacy Policy:

'Administration' means the employees who are authorised to manage the Website and Mobile App, organise and/or process personal data, as well as defines the purposes of personal data processing, composition of personal data to be processed, and the actions/operations performed with personal data.

'Personal Data' means any information directly or indirectly related to a certain individual (personal data owner).

'Personal Data Processing' means any action/operation or set of actions/operations performed with or without the use of automation tools with personal data, including the collection, recording, systematisation, accumulation, storage, clarification (updating, modification), extraction, use, transfer (distribution, provision, access), depersonalisation, blocking, deletion and destruction of personal data.

'Personal Data Privacy' means the mandatory requirement for the Operator or any other person with access to personal data to prevent the distribution of personal data without the personal data owner's consent or without other legal grounds.

'Website' means the set of linked web pages hosted online at such unique addresses (URLs) as mosurbanforum.ru and mosurbanforum.com and their subdomains.

'Mobile App' means software designed for use on tablets, smartphones and other mobile devices.

'Subdomains' means the pages or set of pages located on third-level domains belonging to the Website, as well as other temporary pages.

'Website and Mobile App User' (hereinafter, the 'User') means a person who has access to the Website and Mobile App via the Internet and uses the information, materials and products of the Website and Mobile App.

'IP address' means the unique network address of the node in the computer network through which the User accesses the Website and Mobile App.

General Provisions

1. This Privacy Policy establishes the Administration's obligations for non-disclosure and protection of personal data provided by the User at the Administration's request during registration on the Website or subscription to the e-mail newsletter.
2. By using the Website and Mobile App, the User accepts this Privacy Policy and the terms and conditions of the User's personal data processing.
3. In case of disagreement with the terms and conditions of this Privacy Policy, the User must stop using the Website and Mobile App.
4. This Privacy Policy applies directly to the Website and Mobile App, and the Administration shall not be liable for third-party websites which the User may access by following the links present on the Website and Mobile App.
5. The Administration does not verify the authenticity of personal data provided by the User.

Purposes of Personal Data Collection

6. In accordance with Article 9 of Federal Law No. 152-FZ of 27 July 2006 'On Personal Data', the Operator processes personal data for the following purposes:

- registering for events of the Moscow Urban Forum (hereinafter, the 'Event');
- supporting the Event;
- visiting the Event by the User;
- organising access control for the Event;
- ensuring compliance with laws and other regulatory acts of the Russian Federation and the city of Moscow;
- ensuring security, law and order during the Event;

- communicating information on the conditions and procedure for participation in the Event and on its working hours;
- confirming the reliability and completeness of personal data provided by the User;
- sending other materials and information related to the Event;
- establishing feedback with the User, such as sending notices and requests concerning use of the Website and Mobile App; processing requests and applications from the User;
- creating a personal account in order to use parts of the Website and Mobile App;
- providing the User with effective technical support in case of issues related to use of the Website and Mobile App or registration for the Event.

Scope and Categories of Processed Personal Data

7. Personal data allowed to be processed under this Privacy Policy shall be provided by the User by filling out the forms on the Website and on the Websites of third parties engaged by the Operator for registering Users at the Event, and they shall include the following information:

- User's full name;
- sex;
- date and place of birth;
- citizenship;
- passport series and number;
- User's contact phone number;
- e-mail address;
- User's country of residence, place of residence (if necessary);
- photo (if necessary);
- place of work, job title;
- depersonalised data about the User (including cookies).

8. The Website shall protect personal data that is automatically transmitted during visits to its pages:

- IP address;
- browser information;
- access time;
- referrer (previous page address).

9. The Website collects statistics on the IP addresses of its visitors. This information is used to prevent, identify and resolve any technical issues.

10. Any other personal information not mentioned above (browsing history, browsers used, operating systems, etc.) shall be subject to safe storage and non-dissemination, except as stipulated by Clause 12 hereof.

Methods and Period of Personal Data Processing

11. The User's personal data shall be processed without time limits in any legal manner, including in personal data information systems with or without the use of automation tools.

12. The User's personal data may be transferred to government authorities of the Russian Federation only on the grounds and in the manner established by the laws of the Russian Federation.

13. In case of loss or disclosure of personal data, the Administration shall have the right not to inform the User about the loss or disclosure of personal data.

14. The Administration shall take the necessary organisational and technical measures to protect the User's personal information from unauthorised or accidental access, destruction, modification, blocking, copying and distribution, as well as from other illegal actions of third parties.

15. Together with the User, the Administration shall take all necessary measures to prevent losses or other negative effects caused by the loss or disclosure of the User's personal data.

Rights and Obligations of the Parties

The User may:

16. Freely decide to provide his/her personal data necessary for use of the Website and Mobile App and give consent to process such data.

17. Update and supplement the provided personal data if they are changed.

18. The User has the right to receive information from the Administration regarding the processing of his/her personal data, unless such right is restricted in accordance with federal laws. The User may request the Administration to clarify, block or destroy his/her personal data if the personal data is incomplete, outdated, inaccurate, illegally obtained or not necessary for the stated purpose of processing, as well as

to take measures provided for by law for protecting his/her rights. To do this, the Administration should be notified by e-mail at welcome@mosurbanforum.ru.

The Administration shall:

19. Use the obtained information only for the purposes specified in Article 6 hereof.
20. Ensure the privacy of confidential information, not disclose it without the User's prior written consent, and not sell, share, publish or otherwise disclose the User's personal data, except as provided for herein.
21. Take precautions to protect the confidentiality of the User's personal data according to the procedures commonly used to protect such information under existing business practice.
22. Block the personal data related to the corresponding User from the time of the demand or request submitted by the User or his/her legal representative or by an authority for protection of rights of personal data owners during the verification period in case of incorrect personal data or illegal actions.

Liability of the Parties

23. If the Administration fails to fulfil its obligations, it shall be liable for the losses incurred by the User in connection with illegal use of personal data in accordance with the laws of the Russian Federation, except as provided for herein.
24. In case of loss or disclosure of Confidential Information, the Administration shall not be liable if such confidential information:
 - 24.1. Went into the public domain before it was lost or disclosed.
 - 24.2. Was received from a third party before it was received by the Administration.
 - 24.3. Was disclosed with the User's consent.
25. The User shall be fully liable for compliance with the requirements of the laws of the Russian Federation.
26. The User agrees that the information provided as part of the Website and Mobile App may be an intellectual property item, the rights to which are protected and owned by the Autonomous Non-Profit Organisation 'Moscow Urban Forum' or third parties posting such information on the Website and Mobile App.

The User may not modify, lease, loan, sell, distribute or otherwise use the content of the Website and Mobile App (in whole or in part), unless such actions have been expressly authorised in writing by the owners of such intellectual property item in accordance with the terms and conditions of a separate agreement.
27. Text materials (articles and publications freely available on the Website and Mobile App) may be distributed, subject to mandatory linking to the Website or Mobile App.
28. The Administration shall not be liable to the User for any loss or damage incurred by the User as a result of deletion, failure or inability to save any content and other communication data contained in the Website and Mobile App or transmitted through them.
29. The Administration shall not be liable for any direct or indirect losses incurred as a result of using or inability to use the Website and Mobile App, or individual services; unauthorised access to the User's communications; statement or conduct of any third party on the Website and Mobile App.

Dispute Resolution

30. Submitting a claim (a written proposal or proposal in electronic form for voluntary settlement) shall be mandatory prior to filing a lawsuit in court for disputes arising out of the relations between the User and the Administration.
31. Within 30 calendar days after receiving the claim, the recipient of the claim shall notify the claimant in writing or electronic form of the results of the review of the claim.
32. If no agreement is reached, the dispute shall be referred to court.
33. This Privacy Policy and relationship between the User and the Administration shall be governed by the current laws of the Russian Federation.

Miscellanea

34. The Administration may amend this Privacy Policy without the User's consent.
35. The new version of this Privacy Policy shall come into effect upon its posting on the Website unless otherwise stipulated by the new version hereof.
36. All suggestions or questions related to this Privacy Policy shall be sent to: welcome@mosurbanforum.ru
37. This Privacy Policy will be posted at _____