

THE PERSONAL DATA PROCESSING POLICY

Using the Internet

1. General Provisions

1.1 This Personal Data Processing Policy is an official document of Alliance Legal Consulting Group, LLC (hereinafter – the Operator), and determines the procedure for processing and protecting personal data information of the subjects (hereinafter – the Users) using services, information, feedback forms, other website products on the domain name <http://al-cg.com/> (hereinafter – the Website).

1.2 The Policy was developed in accordance with the Constitution of the Russian Federation, Federal Law of July 27, 2006 N 152-FZ «On Personal Data», Federal Law of July 27, 2006 N 149-FZ «On Information, Information Technologies and Information Protection». This Policy for the processing of personal data determines the procedure for collecting, storing, clarifying (updating, changing), using, transferring (distributing, granting access), disclosing, protecting the personal data of Users.

1.3 The purpose and objectives of this Policy is to ensure the protection of the rights and freedoms of Users when processing their personal data, including rights to privacy to protection, protection of personal and family secrets and protection of personal data received from Users' requests and other documents.

2. Personal data processing

2.1 Personal data is defined as any information relating directly or indirectly to a certain or identifiable person (subject of personal data). All personal data processed by the Operator is confidential and is protected strictly in accordance with the legislation.

2.2 In some sections of the Website the Operator may request personal data from the User.

2.3 The Operator may collect various User data with the help of the Feedback Form on the Website Career page, including:

- surname, first name and patronymic;
- e-mail address;
- biographical details;
- academic qualifications;
- areas of expertise;
- personal characteristic;
- contact information.

2.4 The Users' personal data collection via the Website Feedback form in the Internship section is only carried out for the purpose of determining a suitable candidate for an intern, also with the prospect of further employment by the Operator. Once the User sends completed Feedback form containing personal data he agrees with the procedure and conditions for collection, storage, clarification (update, change), use, transfer (distribution, granting access), disclosure, protection established by this Policy.

The only purpose of the Users' personal data collection in the Website Vacancies section via

sending the User's resume to the Operator's e-mail address alcg@live.ru - is including the resume (CV) into the Alliance Legal Consulting Group database for further selecting candidates for an appropriate position.

Once the User to the specified email address of the Operator a resume (CV) containing personal data means his agreement with the procedure and conditions for collecting, storing, updating (updating, changing), using, transferring (distributing, providing, accessing), disclosing, protecting, established by this Policy.

2.5 The Operator may use such data in accordance with this Policy, in keeping with the principles:

- the legality of the purposes and methods of personal data processing, good faith and fairness in the Operator activities;
- the personal data reliability, their sufficiency for the processing purposes, unacceptability of personal data processing in case of their excess character to the purposes stated in the personal data collection;
- processing only those personal data that meet the purposes of their processing;
- the content and volume of processed personal data should comply with the processing objectives stated.

2.6 The Users personal data processing is carried out with their consent to the processing of their personal data.

3. Storing and using personal data procedure

3.1 The personal data processing with the help of automation tools is carried out subject to the following actions:

- the Operator takes technical measures preventing unauthorized access to personal data and (or) transferring them to persons who do not have the right to access such information;
- the protective tools are configured to detect an unauthorized access to personal data timely;
- the automated technical means of personal data processing are isolated in order to prevent impact on them leading to the disruption of their functioning;
- the Operator carries out constant control over ensuring the level of personal data protection.

3.2 Personal data can be used by the Operator to send notifications containing information about changes in the terms, conditions and policies of the Operator, as well as confirming messages posted and sent by Users or being part of the information exchange between the Operator and Users in accordance with the objectives of this Policy.

4. Personal data transfer

4.1 Personal data of Users are not transferred to any third parties, other than expressly set out in this Policy.

The Users personal data processing is carried out without any time limit, in any legal way, as well as personal data information systems using automation tools or without using such tools.

Users agree that the Operator has the right to transfer personal data to third parties, in particular, courier services, postal organizations, telecommunication operators, etc., according to the purposes specified in the «Personal data Processing» section of this Policy.

Users' personal data can be transferred according to the request of the authorized bodies of the Russian Federation state power on the grounds and in the manner established by the legislation of the Russian Federation.

In case of a request from the User or his legal representative or privacy authority, upon revealing inaccurate personal data or illegal actions, the Operator blocks personal data related to the relevant User for the period of verification.

4.2 The disclosure of the User's personal data by the Operator may be necessary: in accordance with the law, court order, during court proceedings and / or in response to public requests or requests from government authorities in or outside the territory of the country of residence of the User.

The Operator may also disclose personal data if it determines that disclosure is necessary to enforce the terms and conditions of the Operator, or for the purpose of protecting the Users and Operator activities. Additionally, in case of reorganization, merger or sale, the Operator may transfer any or all of the collected personal information to the relevant third party.

5. Personal data protection

5.1 The Operator takes technical, administrative, legal and other secure measures in accordance with Art. 19 of the Federal Law of 27.07.2006 N 152-FZ «On Personal Data» in order to ensure the protection of Users' personal data from unauthorized or accidental access to them, their destruction, modification, blocking, copying, distribution, as well as protection from other illegal actions of third parties.

5.2 The Operator ensures the processed personal data security for the entire period that is necessary to fulfill the purposes described in this Policy.

6. User rights

Within the framework of the current legislation of the Russian Federation the Users have the right to contact the Operator for the following purposes:

- clarification of User's personal data, their blocking or destruction if the personal data are incomplete, outdated, inaccurate, illegally obtained or is not necessary for the stated purpose of processing;
- requesting a list of User's personal data processed by the Operator and the source of their obtaining;
- obtaining information about the terms of the processing of their personal data, including the terms of their storage.
- informing the persons who were previously provided with incorrect or incomplete personal data of all exceptions, corrections or additions made in them.

7. Final provisions

7.1 This Policy is an internal document of the Operator, and is subject to placement on the main page of the Website, and in the Career section of the Website.

7.2 The person responsible for ensuring the security of the Operator's personal data is to exercise control over the fulfillment of the requirements of this Policy.

7.3 The user of the Website thereby agrees with the provisions of this Policy by providing his personal data.

7.4 In any other case which is not specified in the Policy directly, the Operator is governed by the norms and provisions of the Federal Law of July 27, 2006 N 152-FZ «On Personal Data».

7.5 The Operator reserves the right to make any changes to the Policy at any time at its sole discretion in order to improve the protection system against unauthorized access to the Users personal data without the consent of the Users. In case of appearance of new legislative acts and

special regulatory documents on the personal data processing and protection, this Policy is subject to change. An updated version of the Policy is subject to posting on the Website with a notification in the Press-center section.

Managing Partner

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