

The set of purposes, categories of subjects, their scope and legal basis for personal data processing, approved by the Processor

Purpose of personal data processing	Category of personal data	Name of the group of subjects and the composition of the processed personal data for this group	Legal basis for personal data processing	List of actions when processing personal data	Processing method	Duration of processing and storage of personal data	Procedure for destroying personal data
Evaluating candidates during the recruitment	Other category of personal data	Applicants for the position: full name; date of birth; place of birth; citizenship; phone number; e-mail; place of work and current position; academic background; income; previous jobs; work experience; credentials.	Based on the labor legislation of the Russian Federation. Subject's consent to the processing of his/her personal data.	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use; transfer (provision); blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Collection of information about the nature and professional background of job applicants	Other category of personal data	Applicants for the position: full name; date of birth; place of birth; citizenship; phone number; e-mail; place of work and current position; academic background; income; previous jobs; work experience; credentials.	Based on the labor legislation of the Russian Federation. Subject's consent to the processing of his/her personal data.	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use; transfer (provision); blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data

Formation of the talent pool	Other category of personal data	Applicants for the position: full name; date of birth; place of birth; citizenship; phone number; e-mail; place of work and current position; academic background; income; previous jobs; work experience; credentials.	Subject's consent to the processing of his/her personal data	accumulation; storage; clarification (update, change); extraction; use; transfer (provision); blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	5 years	According to the Processor's regulations on the destruction of personal data
Legal support	Other category of personal data	Employees: full name; identity document details (name, series and number, date of issue, name of the issuing authority, subdivision code); registration address; residence address; date of birth; phone number. Representatives of counterparties: full name; position; place of work; phone number; e-mail. Counterparties-individuals: full name; date of birth; place of birth; citizenship; gender;	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use; transfer (provision); blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data

		<p>identity document details; Taxpayer Identification Number INN; Personal Insurance Policy Number SNILS; phone number; e-mail; bank account information.</p> <p>Site visitors: e-mail; order information.</p> <p>Individuals: full name; date of birth; bank details, identity document details; registration address; phone number; Taxpayer Identification Number INN; Personal Insurance Policy Number SNILS.</p>					
Maintenance and administration of the information system	Other category of personal data	<p>Applicants for the position: full name; date of birth; place of birth; citizenship; phone number; e-mail; place of work and current position; academic background; income; previous jobs; work experience; credentials.</p> <p>Employees: full name; artistic image, date of birth; place of birth; gender; citizenship; identity document details; INN; SNILS; residence address; registration address; phone</p>	<p>Subject's consent to the processing of his/her personal data.</p> <p>On the basis of contracts concluded with the relevant counterparties.</p>	<p>systematization, accumulation, storage, clarification (update, change); extraction; transfer (provision), blocking, deletion, destruction</p>	<p>with the use of automation means (automated processing)</p>	<p>upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws</p>	<p>According to the Processor's regulations on the destruction of personal data</p>

		<p>number; e-mail; place of work; previous jobs; wage, position; department; income; wage; bank account information; academic background (qualification, professional training and advanced training); employment history; social benefits; marital status; children's records; military records; social status; disability data.</p> <p>Territory visitors: full name; vehicle registration number and model.</p> <p>Representatives of counterparties: full name; date of birth; position; phone number; e-mail.</p> <p>Counterparties-individuals: full name; date of birth; place of birth; gender; citizenship; identity document details.</p> <p>Site visitors: phone number; e-mail; child's age.</p> <p>Individuals: full name; date of birth; bank details, identity document details; registration address; phone number;</p>					
--	--	---	--	--	--	--	--

		Taxpayer Identification Number INN; Personal Insurance Policy Number SNILS; occupation; image (avatar); position.					
Personnel record keeping. Record of information necessary to support the employee's labor relations in accordance with the legislation of the Russian Federation. Responses to inquiries from government agencies and employees, including former employees.	Other category of personal data	Employees: full name; date of birth; place of birth; gender; citizenship; identity document details; Taxpayer Identification Number INN; Personal Insurance Policy Number SNILS; residence address; registration address; phone number; e-mail; place of work; previous jobs; position; department; income; wage; bank account information; academic background (qualification, professional training and advanced training); employment history; social benefits; marital status; children's records; military records; social status; disability data; in case of hiring a foreign citizen, a number of additional documents may be required (migration card, work permit); passport copy, copy of SNILS,	On the basis of labor, tax, pension legislation, legislation on archiving in the Russian Federation. Subject's consent to the processing of his/her personal data.	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use; transfer (provision); blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data

		<p>copy of INN; copy of military ID card (enlistment certificate); copy of children's birth certificates; copy of marriage certificate; copy of education documents.</p> <p>Dismissed employees: full name; Taxpayer Identification Number INN; Personal Insurance Policy Number SNILS; gender; date of birth; place of birth; citizenship; academic background, professional training; marital status; family composition; identity document details (series and number, date of issue, issuing authority); residence address; registration address; phone number; military records; employment history.</p>					
<p>Formation and submission of reports to state authorities (Pension Fund of the Russian Federation (PFR), Social Insurance Fund (FSS), Federal migration service (FMS)).</p>	<p>Other category of personal data</p>	<p>Employees: full name; date of birth; place of birth; gender; citizenship; identity document details; Taxpayer Identification Number INN; Personal Insurance Policy Number SNILS; registration address; phone number; e-mail; place of work; previous jobs;</p>	<p>On the basis of labor, tax, pension legislation of the Russian Federation. Subject's consent to the processing of his/her personal data</p>	<p>collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use; transfer (provision); blocking; deletion; destruction</p>	<p>both with the use of automation means (automated processing) and without the use of such means (non-automated processing)</p>	<p>upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws</p>	<p>According to the Processor's regulations on the destruction of personal data</p>

		position; department; income; wage; bank account information; employment history; social benefits; marital status; children's records; disability data.					
Employee payroll	Other category of personal data	Employees: full name; date of birth; place of birth; identity document details (series and number, date of issue, issuing authority); bank account information.	On the basis of labor, tax legislation of the Russian Federation. Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use; transfer (provision); blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Storage, archiving and destruction of documents	Other category of personal data	Employees: full name; date of birth; place of birth; gender; citizenship; identity document details; Taxpayer Identification Number INN; Personal Insurance Policy Number SNILS; residence address; registration address; phone number; e-mail; place of work; previous jobs; position;	On the basis of legislation on archiving in the Russian Federation. Subject's consent to the processing of his/her personal data	recording; systematization; accumulation; storage, extraction; use; transfer (provision), blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data

		<p>department; income; wage; tax residency; pension insurance record; bank account information; academic background (qualification, professional training and advanced training); employment history; social benefits; marital status; children's records; military records; social status; disability data; in case of hiring a foreign citizen, a number of additional documents may be required (migration card, work permit); passport copy; copy of SNILS; copy of INN; copy of military ID card (enlistment certificate); copy of children's birth certificates; copy of marriage certificate; copy of education documents.</p> <p>Dismissed employees: full name; Taxpayer Identification Number INN; Personal Insurance Policy Number SNILS; gender; date of birth; place of birth; citizenship; academic background, professional training; marital status; family composition;</p>					
--	--	--	--	--	--	--	--

		<p>identity document details (series and number, date of issue, issuing authority); residence address; registration address; phone number; military records; employment history.</p> <p>Representatives of counterparties: full name; identity document details (name, series and number, date of issue, name of the issuing authority, subdivision code); registration address; date of birth.</p> <p>Counterparties-individuals: full name; date of birth; place of birth; citizenship; gender; identity document details; Taxpayer Identification Number INN; Personal Insurance Policy Number SNILS; phone number; e-mail; bank account information.</p>					
<p>Publishing information about employees on the website tutu.ru</p>	<p>Other category of personal data</p>	<p>Employees: full name, artistic image; position.</p>	<p>Subject's consent to the processing of his/her personal data</p>	<p>collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use; transfer (distribution to an unlimited number of people); blocking; deletion; destruction</p>	<p>with the use of automation means (automated processing)</p>	<p>upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data</p>	<p>According to the Processor's regulations on the destruction of personal data</p>

						processing, unless otherwise provided by the federal laws	
Preparing documentation for a business trip	Other category of personal data	Employees: full name; personnel number; place of work; structural division; position; information about business trips (destination, term, date, source of funding).	On the basis of the labor legislation of the Russian Federation. Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use; blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Obtaining a donation certificate	Other category of personal data	Employees: full name; date of birth; registration address, identity document details; Taxpayer Identification Number INN; Personal Insurance Policy Number SNILS; e-mail.	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use; transfer (provision); blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Preparation of payroll project for employees	Other category of personal data	Employees: full name; registration address; place of birth; citizenship; gender; date of birth;	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use; transfer (provision);	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of	According to the Processor's regulations on the destruction of personal data

		identity document details (date of issue, issuing authority, expiration date); phone number; wage; position; Personal Insurance Policy Number SNILS.		blocking; deletion; destruction		achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	
Arranging a parking space	Other category of personal data	Employees: full name; vehicle registration number and model. Territory visitors: full name; vehicle registration number and model.	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use; transfer (provision); blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Creation of card design, its programming, blocking	Other category of personal data	Employees: full name; position; place of work.	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use; blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Organization of access control to the territory	Other category of personal data	Employees: full name; place of work, position; identity document details (series and number, date of issue, issuing authority); phone number.	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change);	both with the use of automation means (automated processing) and without the use of	upon achievement of the purposes of personal data processing - within a period	According to the Processor's regulations on the destruction of personal data

		<p>Territory visitors: full name; identity document details (series and number, date of issue, issuing authority); phone number.</p>		<p>extraction; transfer (provision); use; blocking; deletion; destruction</p>	<p>such means (non-automated processing)</p>	<p>not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws</p>	
<p>Providing access to information systems</p>	<p>Other category of personal data</p>	<p>Employees: full name; date of birth; position; phone number; e-mail.</p> <p>Representatives of counterparties: full name; date of birth; position; phone number; e-mail.</p>	<p>Subject's consent to the processing of his/her personal data. Order to process personal data, in which LLC «NTT» acts as a processor.</p>	<p>collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use; blocking; deletion; destruction</p>	<p>both with the use of automation means (automated processing) and without the use of such means (non-automated processing)</p>	<p>upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws</p>	<p>According to the Processor's regulations on the destruction of personal data</p>
<p>Registration of voluntary medical insurance</p>	<p>Other category of personal data</p>	<p>Employees: full name; date of birth; identity document details; residence address; position; phone number, e-mail.</p>	<p>Subject's consent to the processing of his/her personal data</p>	<p>collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (provision); use; blocking; deletion; destruction</p>	<p>both with the use of automation means (automated processing) and without the use of such means (non-automated processing)</p>	<p>upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws</p>	<p>According to the Processor's regulations on the destruction of personal data</p>

Identification of subjects by proxy	Other category of personal data	Representatives of counterparties: full name; identity document details (name, series and number, date of issue, name of the issuing authority, subdivision code); registration address; date of birth.	On the basis of concluded contracts with relevant counterparties	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use; blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Issuance of a proxy to represent the interests of the Processor	Other category of personal data	Employees: full name; identity document details (name, series and number, date of issue, name of the issuing authority, subdivision code); registration address; date of birth.	On the basis of the labor legislation of the Russian Federation. Subject's consent to the processing of his/her personal data.	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (distribution to an unlimited number of persons); use; blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Issuance of a proxy for the receipt of goods and materials	Other category of personal data	Employees: full name; identity document details (name, series and number, date of issue, name of the issuing authority, subdivision code); registration address; date of birth.	On the basis of the labor legislation of the Russian Federation. Subject's consent to the processing of his/her personal data.	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (distribution to an unlimited number of persons); use; blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data

						otherwise provided by federal laws	
Training	Other category of personal data	Employees: full name; date of birth; e-mail; phone number; registration address; academic background; division; position; employment history.	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (provision); use; blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Development of documentation on creation and implementation of a management system for labor protection, fire and electrical safety	Other category of personal data	Employees: full name; position; structural division; date of birth; Personal Insurance Policy Number SNILS.	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (provision); use; blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Preparation, signing, execution and termination of contracts, information accounting in accordance with the requirements	Other category of personal data	Representatives of counterparties: full name; position; place of work; phone number; e-mail. Counterparties-individuals:	On the basis of concluded contracts with relevant counterparties and counterparties-individuals. Rights and legitimate interests	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use; blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of	According to the Processor's regulations on the destruction of personal data

of the legislation of the Russian Federation		full name; date of birth; place of birth; citizenship; gender; identity document details; Taxpayer Identification Number INN; Personal Insurance Policy Number SNILS; phone number; e-mail; bank account information.	of the Processor or third parties			the purpose of personal data processing, unless otherwise provided by the federal laws	
Conclusion of the contract (offer), maintenance of the concluded contract (offer) and provision by the Processor of the services specified in the offer	Other category of personal data	Site visitors: full name; gender; date of birth; identity document details (type of document, series and number, expiration date, citizenship); citizenship; phone number; child's age; e-mail; country of residence; photo from an identity document; scan of an identity document. Clients-individuals: full name; gender; date of birth; identity document details (type of document, series and number, expiration date, citizenship); citizenship; child's age; phone number; e-mail.	On the basis of concluded contracts with the relevant clients-individuals	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use; blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data

Sending newsletters	Other category of personal data	Site visitors: phone number	On the basis of concluded contracts with relevant clients	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (provision); use; blocking; deletion; destruction	with the use of automation means (automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Service promotion	Other category of personal data	Site visitors: e-mail; trip details.	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (access); use; blocking; deletion; destruction	with the use of automation means (automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Carrying out marketing campaigns, including e-mail newsletters, creating data segments, data analysis	Other category of personal data	Site visitors: e-mail; trip details.	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (provision); use; blocking; deletion; destruction	with the use of automation means (automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless	According to the Processor's regulations on the destruction of personal data

						otherwise provided by the federal laws	
Handling of incoming and outgoing customer inquiries (calls, mails and messengers) for customer consultation	Other category of personal data	<p>Clients-individuals: full name; gender; date of birth; identity document details (type of document, series and number, issuing state); e-mail; phone number; place of work; trip details.</p> <p>Site visitors: e-mail; order details; full name; date of birth; phone number.</p>	<p>On the basis of concluded contracts with the relevant clients-individuals.</p> <p>Rights and legitimate interests of the Processor or third parties.</p> <p>Subject's consent to the processing of his/her personal data.</p>	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (provision); use; blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Making changes to the customer's order (refund)	Other category of personal data	<p>Clients-individuals: full name; gender; date of birth; identity document details (type of document, series and number, issuing state); e-mail; phone number; place of work; trip details; identity document details (type of document, series and number, expiration date, citizenship); details contained in the copies of documents: certificate of a health care institution, airport medical center certificate (airport ambulance record), sick leave, extract from the medical history, hospital</p>	<p>On the basis of concluded contracts with the relevant clients-individuals.</p> <p>Rights and legitimate interests of the Processor or third parties.</p>	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (provision); use; blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data

		<p>discharge statement, extract from the ambulance call log; death certificate details; details of the document confirming family ties; mobilization assignment; posting order.</p> <p>Site visitors: details contained in the copies of documents: certificate of a health care institution, airport medical center certificate (airport ambulance record), sick leave, extract from the medical history, hospital discharge statement, extract from the ambulance call log; death certificate details; details of the document confirming family ties; mobilization assignment; posting order.</p>					
Providing the original reporting documents to the client	Other category of personal data	<p>Clients-individuals: full name; gender; date of birth; identity document details (type of document, series and number, issuing state); e-mail; phone number; place of work; trip details.</p>	<p>On the basis of concluded contracts with the relevant clients-individuals.</p> <p>Rights and legitimate interests of the Processor or third parties.</p>	<p>collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (provision); use; blocking; deletion; destruction</p>	<p>both with the use of automation means (automated processing) and without the use of such means (non-automated processing)</p>	<p>upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws</p>	<p>According to the Processor's regulations on the destruction of personal data</p>
Gathering information and/or informing the customer about	Other category of personal data	<p>Clients-individuals: full name; gender; date of birth;</p>	<p>On the basis of concluded contracts with the relevant clients-individuals.</p>	<p>collection; recording; systematization; accumulation; storage; clarification (update, change);</p>	<p>both with the use of automation means (automated processing) and without the use of</p>	<p>upon achievement of the purposes of personal data processing - within a period</p>	<p>According to the Processor's regulations on the destruction of personal data</p>

changes in the order		identity document details (type of document, series and number, issuing state); e-mail; phone number; place of work; trip details.	Rights and legitimate interests of the Processor or third parties.	extraction; transfer (provision); use; blocking; deletion; destruction	such means (non-automated processing)	not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	
Storing information for repeat orders	Other category of personal data	Site visitors: full name; gender; date of birth; identity document details (type of document, series and number, issuing state); e-mail; phone number.	Subject's consent to the processing of his/her personal data	recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (access); use; blocking; deletion; destruction	with the use of automation means (automated processing)	10 years	According to the Processor's regulations on the destruction of personal data
Taking surveys and posting feedback on the site	Other category of personal data	Clients-individuals: full name; trip details. Site visitors: full name; trip details.	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (access); use; blocking; deletion; destruction	with the use of automation means (automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Participation in loyalty program	Other category of personal data	Site visitors: e-mail; order information.	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use;	with the use of automation means (automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from	According to the Processor's regulations on the destruction of personal data

				blocking; deletion; destruction		the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	
Consideration of appeals, opinions, comments, questions through the feedback form	Other category of personal data	Site visitors: full name; e-mail; order information.	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (provision); use; blocking; deletion; destruction	with the use of automation means (automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Analysis of improving the quality of services provided by the Processor and the Site	Other category of personal data	cookies; OS type and version; browser type and version, device type and screen resolution; source from where the visitor came to the Site or through which advertisement; OS and browser language; what actions the visitor performs on the Site or in the Mobile app; IP address; static information.	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer; use; blocking; deletion; destruction	with the use of automation means (automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Analyzing actions on the Site or in the Mobile app	Other category of personal data	cookies; OS type and version; browser type and version; device type and screen resolution;	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification	with the use of automation means (automated processing)	upon achievement of the purposes of personal data processing -	According to the Processor's regulations on the

		source from where the visitor came to the Site or through which advertisement; OS and browser language, what actions the visitor performs on the Site or in the Mobile app, IP address; static information.		(update, change); extraction; transfer (access); use; blocking; deletion; destruction		within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	destruction of personal data
Maintenance and administration of the Site or the Mobile app	Other category of personal data	Processor's website visitors: image (avatar); full name; date of birth; gender; phone number, e-mail; trip details; country of residence; citizenship; child's age; identity document details (birth certificate, passport of the Russian Federation, travel passport of the Russian Federation, military ID card, sailor passport, foreign document); photo from an identity document; scan of an identity document; social media details; trip details; bonus card details; details contained in the copies of documents: certificate of a health care institution, airport medical center certificate (airport ambulance record), sick leave, extract from the medical history, hospital discharge statement, extract from the ambulance call log; death certificate details;	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (access); use; blocking; deletion; destruction	with the use of automation means (automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data

		<p>details of the document confirming family ties; mobilization assignment; posting order; cookies, OS type and version, browser type and version, device type and screen resolution, source from where the visitor came to the Site or through which advertisement, OS and browser language, what actions the visitor performs on the Site or in the Mobile app, IP address; static information.</p>					
<p>Providing access to the personal account</p>	<p>Other category of personal data</p>	<p>Site visitors: e-mail</p>	<p>Subject's consent to the processing of his/her personal data</p>	<p>collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (access); use; blocking; deletion; destruction</p>	<p>with the use of automation means (automated processing)</p>	<p>upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws</p>	<p>According to the Processor's regulations on the destruction of personal data</p>
<p>Sending information about the possibility of issuing a ticket</p>	<p>Other category of personal data</p>	<p>Site visitors: e-mail</p>	<p>Subject's consent to the processing of his/her personal data</p>	<p>collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (access); use; blocking; deletion; destruction</p>	<p>with the use of automation means (automated processing)</p>	<p>upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by federal laws</p>	<p>According to the Processor's regulations on the destruction of personal data</p>

Autofill of forms during order placement	Other category of personal data	Site visitors: full name; date of birth; phone number.	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (access); use; blocking; deletion; destruction	with the use of automation means (automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Getting a personalized link to download the app	Other category of personal data	Site visitors: phone number	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (access); use; blocking; deletion; destruction	with the use of automation means (automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Article publication	Other category of personal data	Individuals: full name; position; occupation; image (avatar).	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (distribution to an unlimited number of people); use; blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless	According to the Processor's regulations on the destruction of personal data

						otherwise provided by the federal laws	
Consideration of the article publication	Other category of personal data	Site visitors: e-mail, name.	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use; blocking; deletion; destruction	with the use of automation means (automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Provision of information upon request to state authorities	Other category of personal data	Individuals: full name; date of birth; bank details; identity document details; registration address; phone number; Taxpayer Identification Number INN; Personal Insurance Policy Number SNILS.	Based on the tax and pension legislation of the Russian Federation	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (provision); use; blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	5 years	According to the Processor's regulations on the destruction of personal data
Prize drawing	Other category of personal data	Individuals (drawing participants): full name; phone number; e-mail. Individuals (drawing winners): full name; date of birth; bank details; identity document details; registration address; phone number; Taxpayer Identification Number INN;	On the basis of concluded contracts with relevant individuals	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use; blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data

		Personal Insurance Policy Number SNILS.					
Organization of marketing activities	Other category of personal data	Individuals: full name; identity document details; phone number; e-mail.	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use; blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Processing of claims and lawsuits	Other category of personal data	Full name; gender; date of birth; identity document details (type of document, series and number, expiration date, citizenship); citizenship; bonus card details; trip details; phone number; e-mail; place of work.	On the basis of concluded contracts with the relevant clients-individuals	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (provision); use; blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Bookkeeping and tax accounting	Other category of personal data	Employees: full name; date of birth; place of birth; citizenship; gender; identity document details; Taxpayer Identification Number INN; tax residence; insurance history; employment history;	Based on the tax and pension legislation of the Russian Federation	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (provision); use; blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data	According to the Processor's regulations on the destruction of personal data

		Personal Insurance Policy Number SNILS; place of work; position; income; bank account information; disability data.				processing, unless otherwise provided by the federal laws	
Social payments to employees	Other category of personal data	Employees: full name; date of birth; place of birth; citizenship; gender; identity document details; Taxpayer Identification Number INN; tax residence; insurance history; employment history; Personal Insurance Policy Number SNILS; phone number; e-mail; place of work; position; income; bank account information; marital status; military records; disability data.	Based on the tax and pension legislation of the Russian Federation	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (provision); use; blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws	According to the Processor's regulations on the destruction of personal data
Audit of financial and economic activity	Other category of personal data	Employees: full name; date of birth; place of birth; identity document details (date of issue, issuing authority, expiration date); registration address; residential address; marital status; family composition; academic background (qualification, professional training and advanced training); employment history; wage records; INN; SNILS; phone number; e-mail; military records; bank account details; passport copy, copy of	Subject's consent to the processing of his/her personal data	collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; transfer (provision); use; blocking; deletion; destruction	both with the use of automation means (automated processing) and without the use of such means (non-automated processing)	upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise	According to the Processor's regulations on the destruction of personal data

		<p>SNILS; copy of INN, copy of military ID card (enlistment certificate); copy of children's birth certificates; copy of marriage certificate; copy of education documents.</p> <p>Counterparties-individuals: full name; date of birth; place of birth; citizenship; gender; identity document details; INN; SNILS; phone number; e-mail.</p>				provided by the federal laws	
User verification	Other category of personal data	<p>Site visitors: image (avatar), full name, e-mail.</p>	<p>Subject's consent to the processing of his/her personal data</p>	<p>collection; recording; systematization; accumulation; storage; clarification (update, change); extraction; use; blocking; deletion; destruction</p>	<p>with the use of automation means (automated processing)</p>	<p>upon achievement of the purposes of personal data processing - within a period not exceeding thirty days from the date of achievement of the purpose of personal data processing, unless otherwise provided by the federal laws</p>	<p>According to the Processor's regulations on the destruction of personal data</p>