

## **Personal Data Protection Policy**

The present Personal Data Protection Policy (hereinafter – the Policy) applies to all data that the sites: petrsu.ru, edu.petrus.ru, portfolio.petrus.ru, iias.petrus.ru , webct.petrus.ru, blackboard.petrus.ru, moodle2.petrus.ru, elibrary.karelia.ru, conf.petrus.ru, foliant.ru/catalog/psulibr, sprint-journals.ru, library.petrus.ru, job.petrus.ru, abit.petrus.ru, aspirant.petrus.ru and other sites of PetrSU (hereinafter – the Sites) can acquire about the User during the use of the sites, their programs and products.

### **1. Definition**

1.1. “Personal Data” means any information relating to directly or indirectly identified or identifiable individual (personal data subject).

1.2. “Personal Data Processing” means any action (operation) or a series of actions (operations) performed using both automated facilities and non-automated facilities on personal data, including collection, recording, structuring, accumulation, storage, rectification (updating, modification), retrieval, use, disclosure (dissemination, provision, access), depersonalization, restriction, erasure, destruction of personal data.

1.3. “Privacy” is a mandatory requirement for the Data Processor or another person with an access to personal data to prevent its disclosure without the consent of the personal data subject or another legal basis.

1.4. “User” means a person who has an access to the Site on the Internet and uses information, materials and products on the Site.

1.5. “Personal Data Processor” or “Data Processor” means Federal State Budgetary Educational Institution of Higher Education “Petrozavodsk State University”.

### **2. General Provisions**

2.1. Use of the Sites by the User implies consent to the Policy and the conditions of the User’s personal data processing. The User understands that his or her personal data can be transferred via open communication channels and consents to this.

2.2. If the User does not consent to the Policy, the User should stop using the Sites.

2.3. The Policy establishes the Data Processor’s duty of confidentiality and privacy protection of the personal data provided to the Sites by the User.

2.4. Personal data in the present Policy refer to the following:

2.4.1 Any data submitted by the User while filling in the forms on the Sites after authorization on the Sites or any data submitted by the User while filling in the forms on the Sites if the form requires last name, first name and patronymic and allows identifying the User.

2.4.2. Data transmitted to the Sites automatically during their use through software installed on User’s device, including IP-address, cookies.

### **3. Purpose of Collection of the User’s Personal Data**

3.1. The Data Processor has the right to use the User’s personal data to:

- identify the User registered on the Sites for further authorization;
- provide User with an access to personalized data of the Sites;
- provide information assistance to the organization;
- organize study process;
- organize and support work process.

#### **4. Means and Terms of Personal Data Processing**

4.1. Processing of the User's personal data is performed by any legal means, including in personal data information systems using both automated facilities and non-automated facilities. Once the purpose of the personal data processing is achieved, the Data Processor ends personal data processing by one of the means provided for by the Federal Law "On Personal Data".

4.2. The User's personal data acquired by filling in the forms on the sites is not disclosed to third parties, unless it is required for the purposes of processing stipulated by the Policy and transfer upon the request of state authorities (local authorities) in accordance with the procedures set forth in the applicable legislation.

4.3. The Data Processor takes necessary organizational and technical measures to protect the User's personal data from unauthorized or accidental access, destruction, alteration, restriction, copying, dissemination, as well as other unauthorized acts of the third parties. The User's personal data are stored in the Russian Federation.

4.4. At any point the User has the right to change (update, add) provided personal data or their part or withdraw his or her consent to personal data procession, by writing to:

- email: [itsupport@petsu.r.u](mailto:itsupport@petsu.r.u)
- mail address: 185910, Russia, Republic of Karelia, Petrozavodsk, pr. Lenina, 33

#### **5. Liabilities of parties**

5.1. The Data Processor culpably in default of its obligations bears liability for actual damage incurred by the User in relation to unauthorized use of personal data in accordance with the laws of the Russian Federation.

5.2. The Data Processor has no liability to the User for: use or unavailability of the Sites; unauthorized access to the User's communications; behavior of any third party on the Sites.

5.3. The Data Processor is not liable for any information posted by the User on the Sites.

#### **6. Additional Clauses**

6.1. The Data Processor has the right to amend the present Policy without the User's consent.

6.2. The Policy comes into force upon its posting on the Sites.