

PERSONAL DATA PROCESSING & PROTECTION POLICY

Personal data processing and protection policy LLC "Addwise" (hereinafter - Addwise) ensures the protection and observance of the current legislation in the field of processing and protection of personal data. The document "Policy in the field of processing and protection of personal data" (hereinafter "Policy") describes in detail what kind of information we collect to provide you with our services, and how this information is processed.

The text of this document contains the following terms:

"Personal data" - information relating to an identified person (ie an individual);

"Addwise" - LLC "Addwise", including its separate divisions and affiliated companies;

"Applicant or Candidate" - an individual who is not an employee of Addwise who has given consent to the processing of his personal data in order to assist in employment. Since Addwise is a group of companies, your personal information may be available (transferred) to other separate divisions or companies affiliated with Addwise. All of them are linked by a unified approach to the rules for the processing and protection of personal data. Measures used to protect personal information In relation to Candidates, Addwise strictly adheres to ethical principles and the principle of confidentiality. When contacting the staff of Addwise, you can always count on the fact that any personal information received from you by Addwise will be treated as confidential. Addwise takes the necessary and sufficient organizational and technical measures to protect the processed personal data from unauthorized or accidental access, destruction, modification, blocking, copying, distribution, as well as from other illegal actions of third parties with it. Personal data received and processed by Addwise within the framework of this Policy, personal data means - personal data that the Applicant provided about himself when filling out the resume form, on the Addwise website, sent to Addwise via e-mail or provided during a personal visit to one of the holding's offices. As a rule, these are:

- contact information (home and mobile phone, e-mail, skype);
- information about education and additional training;
- information about the specialty;
- data on labor and general experience;

- data on places of work and positions held;
- information about wages;
- information about social benefits;
- information on the availability of professional certificates and certificates, on advanced training and professional retraining;
- other personal and biographical data that the applicant deems necessary to provide for cooperation with Addwise or data that are publicly available about the Applicant.

Personal data is stored until the applicant receives a revocation of consent to the processing of his personal data. Addwise does not verify the accuracy of the personal information provided by the Applicant.

Addwise assumes that the Applicant provides reliable and sufficient information about himself and keeps this information up to date. Thus, the Applicant is responsible for the accuracy of the information. The processing of personal data is terminated if there are serious reasons to believe that the data provided by the Applicant is incorrect.

Processing personal data and transferring them to third parties

In accordance with the law, the processing of personal data means any action (operation) or a set of actions (operations) performed using automation tools or without using such tools with personal data, including collection, recording, systematization, accumulation, storage, clarification (updating , change), extraction, use, transfer (distribution, provision, access), depersonalization, blocking, deletion, destruction of personal data;

The processing of personal data in Addwise is the placement of personal data of Applicants in a structured format that allows you to search and analyze such information when selecting candidates and submitting them for certain vacancies to potential employers who are Addwise's clients, including storing data in a CRM system that can be cloudy.

The personal data of the Candidate is transferred for the purpose of possible employment only to the clients of Addwise - potential employers.

When transferring the personal data of Applicants, Addwise's clients must be warned about the confidentiality of the transmitted information. The procedure for processing your personal data, as well as the rights and obligations of each participant in this process, are set out in the Offer Agreement.

The Consent of the Applicant with the terms of the [Offer Agreement will constitute an unconditional consent to the processing of personal data](#). Obtaining consent to the processing of personal data. According to the law, any company that processes personal data must obtain the consent of its owner for such processing.

The owner of personal data who has previously given such consent may revoke it by issuing a corresponding revocation of consent. The owner of personal data decides on the provision of his personal data and agrees to their processing freely, of his own free will and in his interest.

Consent to the processing of personal data must be specific, informed and conscientious.

Revocation of consent

In case of your refusal to process personal data, we will be obliged to stop processing them. Sometimes Applicants understand by refusal to process personal data unwillingness to consider a particular vacancy, or unwillingness to receive information from recruiters, since they are not looking for work. This is not entirely correct interpretation of the law.

It makes sense to take such a step in cases where you are firmly convinced that the experts of Addwise will never be able to be useful to you.

If you have an interesting job, and you are not going to change it in the near future, there is no need to issue an official revocation of consent to the processing of personal data. Just inform the Addwise employee at the next contact about your unwillingness to receive any information about new vacancies during, for example, the next year.

The Addwise specialist will enter this wish into the information system, and you will not be disturbed earlier than the specified period. If your desire to issue an official review is associated with a single unsatisfactory assessment of the work of any of our employees, this is also not a reason to refuse to work with the entire company.

We pay constant attention to improving the qualifications of our employees, and your feedback is very important to us. Let us know your comments and suggestions for improving the quality of work with Applicants at info@addwise.ru . We will definitely consider each such case individually and take measures to correct the situation. If you are not sure whether it is worth drawing up an official revocation of consent, please contact the employees of our

information and reference service at info@addwise.ru , and they will advise you on this issue.

If you nevertheless decide to revoke a previously issued written consent, you must provide Addwise with a written revocation of consent to the processing of personal data with your personal signature.

[Download "Withdrawal of consent to the processing of personal data"](#)

In case of withdrawal of consent, we ask you to send a scanned copy of the completed review to the address otkaz@addwise.ru You can send your feedback in hard copy to any office of Addwise in person or send it by registered mail with acknowledgment of receipt. As prescribed by the legislation on the protection of personal data, within a period not exceeding thirty days from the date of receipt of the written response, we will stop processing your personal data. You will be sent a confirmation of the termination of the processing of your personal data.