

# PRIVACY POLICY

Date of issue: 2017/8/29

The present Privacy Policy (further 'Policy') constitutes terms of use of personal information by "SKB of Electrotechnical Instrumentation" (SKB EP, LLC) (further 'Operator').

Operator, including entities within the Operator's group, can get this information when the User visits websites, services, software or Operator's products (further 'Site'), and in the course of executing any agreements and contracts by the Operator. User's consent with the Policy within relations with one of the above listed entities extends to all the other listed entities.

Using the Site means unconditional User's consent with the present Policy and terms of the personal data processing. If User does not accept those terms, he shall refrain from using the Site.

## 1. GENERAL PROVISIONS

1.1 Present Policy is an inseparable part of User Agreement (further 'Agreement') placed and/or accessible in the Internet at the address: [https://skbpribor.com/upload/privacy\\_policy.PDF](https://skbpribor.com/upload/privacy_policy.PDF), and of other Agreements concluded with User, provided it is contemplated by their terms.

1.2 Present Policy has been developed in conformity with Federal Law 'On Personal Data' #152-FZ dated July 27, 2006 and other standardization documents and legal acts of Russian Federation on protection and processing of personal data, and is valid with respect to all the personal data the Operator can get from the User.

1.3 Present Privacy Policy is applicable to Operator's Site only. Operator does not control and is not responsible for third parties' Sites where User can go over using references accessible at Operator's sites.

1.4 Concluding the Agreement you freely and at your own will give written consent to the following ways of processing your personal data: gathering, recording, systematization, accumulation, storage, detailization (updating, change), extraction, use, transfer (dissemination, provision, access), de-personification, blocking, deletion, destruction of these data.

## 2. PERSONAL INFORMATION

2.1. Personal information within the present Policy means:

2.1.1. Information provided by User personally during registration (creation of an account) or during the Site use, including User's personal data. Information mandatory for submission is specifically marked. Other information is provided by User at his sole discretion.

For example, we gather information when you create an account and/or profile in the Personal Cabinet / mobile application, complete the form, give us your visiting card, participate in the Operator's contests, complete polls, subscribe to receiving news, make purchases, communicate with us via third parties' sites, request support or communicate with us using some other means.

In addition, in order to get access to certain materials of the sites [skbpribor.ru](http://skbpribor.ru), [skbpribor.com](http://skbpribor.com), [скбэп.рф](http://скбэп.рф), [seminar.skbpribor.ru](http://seminar.skbpribor.ru), [milliommetr.ru](http://milliommetr.ru), [milliommetr.com](http://milliommetr.com) the data shall be provided that include but are not limited to: full name, position, name of the company, email address, mobile/office telephone number. If you are a user of kits and accessories manufactured by SKB EP Company, you provide information on the device/instrument/equipment (e.g., serial number and date

of procurement), activation code, etc. Additional data (address of the company, level of management and department, devices you are interested in, applications, locality of local activities you would attend) are not mandatory and are provided at your own discretion.

Access to certain materials is granted only to owners of SKB EP devices. If you resell the SKB EP device/application or leave the company that possesses the SKB/EP device/application, you take an obligation to report us about it at the proper time. Operator reserves the right to deactivate your account on the website should we become aware of the status change that means that you do not need further access to materials and that this platform is not used for business purposes.

2.1.2. Data that are automatically transferred to the Site during its use by application installed on the User's device, including IP-address, data of cookie files, information from the browser (or from another program that provides access to the Site), technical data of equipment performances and software used by the User, date and time of access to the Site, addresses of requested pages and another similar data.

2.1.3. Other information about the User that is processed according to the terms of the Site use.

2.2. Operator verifies reliability of personal information provided by the User and is capable of checking its validity.

### **3. OBJECTIVES OF GATHERING THE PERSONAL INFORMATION OF THE USER**

3.1 Operator gathers and stores only personal information that is needed for provision of services or execution of agreements and contracts with the User with the exception of cases provided for by legislation on mandatory storage of personal information within a certain period of time.

3.2 Operator processes User's personal information for the following purposes:

3.2.1. To allow the User an access to personalized resources.

3.2.2. To create an account for procurement, should the User has given a consent on account creation.

3.2.3. To confirm validity and completeness of personal data provided by the User.

3.2.4. To establish feedback with the User, including mailing the notifications and requests related to the use of the Site, provision of services, on processing orders and requests from the User.

3.2.5. To ensure efficient customer-oriented support of the User should any problems related to the Site use occur.

3.2.6. To provide the User (upon his consent) products' updates, special offers, information on prices, news and another information on behalf of Operator or on behalf of Operator's partners.

3.2.7. To advertise and target the advertising materials.

3.2.8. To allow the User an access to the sites and services of Operator's partners with the purpose of receiving products, updates and services.

3.2.9. To gather statistical and other studies using depersonalized data.

### **4. TERMS OF PROCESSING THE PERSONAL INFORMATION**

4.1. User's personal data are processed without time limits by any legal method, including in the information systems of personal data with or without the use of automatic means.

4.2. Privacy Policy is applied to personal User's information, with the exception of cases of voluntary provision of personal information by User for common access to an unlimited number of persons.

4.3. The Site has the right to transfer personal User's information to third parties in following cases:

4.3.1. Upon User's consent to such actions;

4.3.2. Data transfer is needed for the purpose of using the functional potentials of the Site and/or peculiarities of the Service created on its base;

4.3.3. Data transfer is needed for functioning or availability of the Site itself.

4.3.4. To ensure protection of rights and legal interests of the Site or of third parties in cases when User violates User Agreement of the Site, the present Policy or documents containing terms of using certain services.

4.3.5. In the course of processing the depersonalized personal information of the User, the depersonalized statistical data are obtained that are handed over to a third party for investigation, performance of works or provision of services in compliance with the request of the Site.

4.3.6. For performing the User's order by courier services, operators of mail services and electric communication.

4.3.7. Personal data of the User can be handed over to authorized bodies of the government of Russian Federation following the procedure established by RF legislation.

## **5. PERSONAL INFORMATION PROCESSING USING COOKIE FILES AND COUNTING DEVICES**

5.1. Cookie files transmitted by Site to User's equipment and by User's equipment to Site can be used by the Site for providing to the User with the personalized services, for targeting the advertisement that can be shown to User, for statistical and research purposes, and for Site enhancement.

5.2. The User shall recognize that equipment and software used by him for visiting the network sites can have the function of prohibiting the operations with cookie files (for any sites or for certain sites), and for deleting previously received cookie files.

5.3. Yandex and Google may set the rule that provision of a certain service is subject to condition that acceptance and receipt of cookie files are allowed by User.

5.4. Cookie file structure, its content and technical specifications are determined by Site and can be changed without prior notice to User.

5.5. Counters placed by Site can be used for analysis of User's cookie files, for gathering and processing the statistical information on the Site use, and for ensuring the Site functionality on the whole or of its certain functions. Performances of counters operation are determined by Site and can be changed without prior notice to User.

## **6. PERSONAL INFORMATION PROTECTION**

6.1. Site undertakes the required and sufficient organizational and technical measures for protecting User's personal information from unauthorized or occasional access, from deletion, change, blocking, copying, publicizing, and from other unauthorized actions of third persons in conformity with internal rules and procedures.

## **7. CHANGE OF PERSONAL INFORMATION**

7.1. At any moment User can change (update, amend) the provided personal information or its part by approaching the Operator using his official contact data given in Item 11 or against request in the Personal Cabinet.

7.2. Rights outlined in Item 8.1 of the present Policy can be limited in conformity with legal requirements. Such limitations can provide for the Site's duty to store the information changed or deleted by User for the time period specified by law and provide this information to a state body in compliance with some legal procedure.

7.3. SKB EP Company synchronizes the entered data with the saved data on previous interaction with you or your company and corrects or updates them, if necessary.

## **8. CHANGE OF PRIVACY POLICY**

8.1. Operator has the right to make changes into the present Privacy Policy without User's consent.

8.2. Should any changes be made, the date of updating is given in the latest version. New version of the Policy comes into force from the moment of its placement on the Site, except as otherwise provided in a new version.

## **9. DISPUTES SETTLEMENT**

9.1. Prior to appealing to the court in relation to disputes arising out of or in connection with relations between User of the Site and Operator, the claim shall be submitted to Operator (a written proposal on the peaceful dispute settlement).

9.2. Within 30 calendar days from the moment of getting the claim the Addressee of the claim shall advise the Claimant on the results of claim review.

9.3. Should parties fail to settle the dispute, the claim shall be submitted to the court in compliance with RF Law now in force.

9.4. Present Privacy Policy and relations between User and Operator shall be subject to RF Law now in force.

## **10. CONTACT DATA AND ADDITIONAL INFORMATION**

10.1. All the proposals, questions, requests and other approaches with respect to the present Policy and use of personal data the User shall forward to Operator's email address: [skb@skbpribor.com](mailto:skb@skbpribor.com) / mail address: 1A Kokkalevskaya, Shushary, St. Petersburg, Russia, 196140.

10.2. Valid version of the Policy is at Operator's Site in Internet at the address:  
[https://skbpribor.com/upload/privacy\\_policy.PDF](https://skbpribor.com/upload/privacy_policy.PDF)