

PERSONAL DATA PROCESSING POLICY

Data Controller: "New Technologies" Engineering and Production Enterprise LLC

INN (Tax ID): 0274106520

Address: 32/2 Zaki Validi St., Ufa, Russia

Phone: +7 (347) 293 93 33

Email: nt@tech-new.ru

1. General Provisions

1.1. This Personal Data Processing Policy has been drafted in accordance with the requirements of Federal Law No. 152-FZ dated July 27, 2006 "On Personal Data."

1.2. This Policy defines the procedure for processing personal data and measures to ensure the security of personal data.

1.3. This Policy applies to all personal data of data subjects processed on the website <https://tech-new.ru> through feedback forms.

2. Basic Definitions

Personal Data – any information relating directly or indirectly to an identified or identifiable natural person (data subject).

Data Controller – "New Technologies" Engineering and Production Enterprise LLC, which organizes and carries out the processing of personal data independently.

Processing of Personal Data – any action (operation) or set of actions (operations) performed with or without the use of automation tools on personal data.

Data Subject – a natural person to whom the personal data relates.

3. Categories of Personal Data Subjects

3.1. The Data Controller processes personal data of the following categories of data subjects:

- **Website Visitors** – persons filling out the feedback form.
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4. What Personal Data We Collect

4.1. Feedback Form

When filling out the feedback form on the website, we collect the following personal data:

- 4.1.1. **Name** – for personalizing communication and addressing the user.
- 4.1.2. **Email Address** – for sending a reply to the user's inquiry.
- 4.1.3. **Phone Number** – for prompt communication if additional information is required.
- 4.1.4. **Message Text** – the content of the user's question or request.

4.2. Technical Data

The following technical data is also automatically collected:

- IP-address;
 - Browser type;
 - Access time;
 - Cookie data (with user consent);
 - Device information (OS, screen resolution, etc.).
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5. Purposes of Personal Data Processing

Your personal data is processed exclusively for the following purposes:

5.1. For All Forms:

5.1.1. Review and preparation of responses to user inquiries and requests.

5.1.2. Ensuring feedback with website visitors.

5.1.3. Improving the quality of user service.

5.1.4. Compliance with the requirements of the legislation of the Russian Federation.

6. Legal Grounds for Personal Data Processing

6.1. We process your personal data only with your explicit consent.

6.2. Consent is given by you by checking the appropriate checkbox when filling out the feedback form.

6.3. Consent to the processing of personal data is voluntary.

6.4. Processing may also be carried out on the basis of:

- The need to perform a contract;
 - Requirements of the legislation of the Russian Federation.
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7. Principles of Personal Data Processing

The processing of personal data is based on the following principles:

7.1. Lawfulness and fair basis of processing.

7.2. Limitation of processing to the achievement of specific, predetermined, and lawful purposes.

7.3. Preventing the processing of personal data incompatible with the purposes of collection.

7.4. Correspondence of the content and scope of the processed data to the stated purposes.

7.5. Accuracy, sufficiency, and relevance of personal data.

7.6. Storage of personal data no longer than required by the purposes of processing.

8. Conditions for Personal Data Processing

Processing of personal data is carried out:

8.1. With the consent of the data subject to the processing of their personal data.

8.2. In cases where processing of personal data is necessary for the exercise of the rights and legitimate interests of the Data Controller.

8.3. In cases where processing of personal data is necessary for the performance of duties provided for by law.

9. Processing and Storage Periods for Personal Data

9.1. Your personal data is stored no longer than required by the purposes of their processing.

9.2. Processing periods by form:

Form	Processing period
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Feedback form	30 calendar days
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9.3. Upon expiration of the storage period, personal data is subject to destruction.

10. Transfer of Personal Data to Third Parties

10.1. We do not transfer your personal data to third parties for their independent processing, except in cases expressly provided for by the legislation of the Russian Federation.

10.2. Exceptions are cases provided for by the legislation of the Russian Federation.

10.3. Processing of personal data may be carried out with the involvement of Processors (in particular, hosting providers) located in the Russian Federation, based on contracts concluded with them that provide for an appropriate level of data protection.

11. Protection of Personal Data

11.1. We take the necessary legal, organizational, and technical measures to protect personal data.

11.2. Protection is ensured against:

- Unlawful or accidental access;
- Destruction, alteration, blocking;
- Copying, provision, distribution;
- Other unlawful actions.

11.3. In the event of a data breach, the Data Controller undertakes to:

- Notify Roskomnadzor within 24 hours;
 - Conduct an investigation of the incident within 72 hours;
 - Notify affected users (if necessary).
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12. Processing of Minors' Data

12.1. The website is not intended for persons under 18 years of age.

12.2. The Data Controller does not knowingly collect personal data of minors.

12.3. If we discover that we have received data of a minor without the consent of parents or legal representatives, such data is subject to immediate deletion.

13. Cross-Border Data Transfer

13.1. Cross-border transfer of personal data is not carried out.

13.2. All services used by the Data Controller (hosting, CRM, email newsletters) are located within the territory of the Russian Federation.

14. Rights of the Personal Data Subject

You have the right to:

14.1. Obtain information about what personal data of yours is being processed.

14.2. Request clarification, blocking, or destruction of your personal data.

14.3. Withdraw consent to the processing of personal data.

14.4. Appeal against unlawful actions or inaction of the Data Controller.

14.5. Obtain access to your personal data and the information provided for in Part 7 of Art. 14 of Federal Law No. 152-FZ.

14.6. Appeal against unlawful actions or inaction of the Data Controller to the authorized body for the protection of the rights of personal data subjects (Roskomnadzor) or in court.

15. Withdrawal of Consent to Personal Data Processing

15.1. You may withdraw your consent to the processing of personal data at any time.

15.2. To withdraw consent, you must send a written notice to the email address: nt@tech-new.ru

15.3. Upon receipt of the notice of withdrawal of consent, we will cease processing your personal data within 30 calendar days.

16. Contact Information

For all questions related to the processing of your personal data, you may contact:

Method of Contact	Details
Email	nt@tech-new.ru
Phone	+7 (347) 293 93 33
Postal address	32/2 Zaki Validi St., Ufa, Russia
Feedback Form	On the website

17. Changes to the Personal Data Processing Policy

17.1. We reserve the right to make changes to this Policy.

17.2. The current version is always available on our website.

17.3. The new version of the Policy comes into force from the moment it is posted on the Website. Users are advised to regularly review the current version.

18. Final Provisions

18.1. This Policy is a public document.

18.2. Consent to the processing of personal data is valid until the purposes of processing are achieved, or until it is withdrawn by the data subject in accordance with Section 15 of this Policy.

18.3. Consent may be withdrawn by the data subject in accordance with Section 15.

Last Updated: April 2, 2026