

# HIPE Privacy Policy

*Last updated: September 1, 2017*

1.1. This privacy policy establishes the procedure for the collection, storage, use and protection of information by the HIPE project about individuals (hereinafter referred to as Users) that is obtained when the User applies the HIPE services or any other functions, technologies, services, programs and tools used by the HIPE and / or Affiliated persons (hereinafter referred to as the Site, Services).

1.2. The purpose of this Policy is to protect the personal information that the User provides voluntarily about himself for using the Site and the HIPE Services, as well as when creating an account (registration) to purchase the HIPE products / services, from unauthorized access, transfer to third parties and disclosure.

1.3. The interaction between the User and the HIPE regarding the collection, storage, use and protection of the User's personal information is regulated by this Policy, other official HIPE documents and international law.

1.4. Registration on the Site and the creation of an account means that the User fully agrees with the provisions of this Policy.

1.5. If the User disagrees on any terms of this Policy, he should immediately stop using the Site and / or the HIPE Services. Continued use of the HIPE resources is regarded as the full acceptance of this Policy by the User.

1.6. If the User does not want to receive information from the HIPE and / or Affiliates, he can unsubscribe from the mailing in several ways:

- Click on the "Unsubscribe" link at the bottom of the message.
- Remove the "Receive newsletter" option in the Personal Area.
- Contact the HIPE technical support or inform the Contact Center by phone about your desire to unsubscribe from the mailing list.

Upon receipt of the User's application to the email \_\_\_\_\_ or by phone to the Contact Center, the special software creates automatically an appeal on the User's

request. It is assessed within 24 hours. After such consideration, information about the User is excluded from the mailing list.

## **2. Goals of collecting, storing, processing of the Users' personal information**

2.1. Collection and storage of the Users' personal information is carried out in accordance with the provisions of this Policy and other HIPE official documents. Its processing is necessary for:

- Identification of the User as a party under agreements and contracts concluded with the HIPE and / or Affiliates.
- Providing services to the User, access to the Site and Services.
- Communication with the User in the case he or she applies for registration, or makes a payment to the HIPE, sending requests to him, notifications, replies to his or her applications to the Contact Center.
- Sending of information and advertising materials to the User (no more than 1 letter per day).
- Reviewing and analysis of the personal information needed to support the Services, to improve their work, to elaborate new Services and sections of the Site.
- Collecting the impersonal statistical information for analytical work.

## **3. Processing order of the Users' personal information and its transferring to third parties**

3.1. The HIPE takes all necessary measures to protect the User's personal information from unauthorized access, leakage and destruction.

3.2. Access to personal information of HIPE Users is provided only to individual employees, contractors and Affiliates who need it to maintain the functioning of the Site and the Services, to sell goods and facilities to the User.

3.3. The HIPE has the right to use the personal information provided by the User only to comply with legal requirements, in particular to suppress or prevent illegal and unlawful activities using the Site and the HIPE Services. The transfer of personal information can be carried out only legally under international law - on the demand of the court, law enforcement authorities and in other such cases.

3.4. The HIPE is not required to verify and does not verify the authenticity of personal information provided by the User. The HIPE assumes that the User acts only in good faith and openness, provides the Site and Services with reliable and sufficient personal information, makes changes to it, if necessary, including but not limited to changes of the phone number and e-mail address.

## **4. Terms of use of the Site and Services**

4.1. The user, when using the Site and the Services, confirms:

- He or she has all the rights that allow him or her to register, create an account and use the Site and Services.
- The submitted personal information is reliable in the amount required to access the services of the Site, all mandatory fields marked in a special way in the registration form are fully completed. All other information is provided by the User at his or her own discretion.
- He or she understands that the personal information provided to the HIPE may become available to third parties, not listed in this Policy, may be copied and distributed by them.
- He or she has knowledge of all provisions of this Policy and fully agrees with it, assuming all responsibilities and all rights, arising from interaction with the Site and the HIPE Services.

Awareness of this Policy and putting a tick in the form of a link to this Policy is a written confirmation of the User's full consent with the collection, storage, processing and storage of his personal data, and also transferring it to third parties according to the Policy.

4.2. The HIPE does not verify the authenticity of the User's personal information, except when such verification is necessary to fulfill obligations to the User.

## **5. Definition of the term "personal information of the User" within this Policy**

This policy includes such data in the term "personal data" of the User:

5.1. Data provided by the User, including but not limited to the name, surname, sex, mobile phone number, e-mail address, date of birth, marital status, postal address, education, profession, occupation and family composition.

5.2. The information received by the HIPE automatically, through the Site and the Services, meanwhile the User applies the software on his or her devices. This includes the IP-address, the data from the cookie, information about the User's browser or the software that he or she utilizes to access the Site and the Services, the log of the requested pages and the access time.

5.3. Other personal information that can be obtained by the HIPE is specified in the Regulatory Documents of its various Services.

## **6. Modification and deletion of the User's personal information**

6.1. The User has the right at any time to make changes (additions and updates) to the personal information (part of it) previously provided to the HIPE and to the privacy settings. To do this, he or she applies the function to edit personal data in the personal section of the Service or the Site.

6.2. It is the responsibility of the User to make changes to the personal data, required to receive the facilities of the Site and the Services. If the update is not done, the HIPE is not responsible for the non-receipt of services, notifications, etc. by the User.

6.3. The User has the right to delete the personal information that he provided when creating an account in the HIPE. The User should understand that deleting the account may prevent the usage of the Site and / or Services.

## **7. The procedure to change the Privacy Policy and the applicable law**

7.1. The HIPE has the right to amend this Policy and indicate in its current version the date of the amendment. The new version enters into force from the moment of its publication, unless it is specified in the new text of the Policy.

The current version of the Policy is always published on the page  
<https://hipe.io.ru.policy>

7.2. The relationship between the HIPE and the User within this Policy is governed by the provisions of international law.

## **8. Feedback, questions and suggestions**

8.1. Questions regarding this Policy and suggestions for its use are sent to the HIPE Support Service. E-mail address \_\_\_\_\_.