

Approve**Director of ANO for Academic Research and
Humanitarian Purposes Center «Sefer»****Shayevich Anna V.
14.12.2022**

POLICY REGARDING THE PROCESSING OF PERSONAL DATA

This Policy regarding the processing and protection of personal data (hereinafter referred to as the Policy) has been adopted and is valid in the Autonomous Non-Commercial Organization ANO for Academic Research and Humanitarian Purposes Center «Sefer» (hereinafter referred to as the "Sefer Center"). The Sefer Center processes and protects personal data that the personal data subject provides when using the Sefer Center websites at the following addresses: sefer.ru, sefercenter.org, sfira.ru, sfira.org, slavsjewsculture.org, judaicslavicjournal.org, ss0820 .sefer.ru (hereinafter referred to as the website) and when communicating with the Sefer Center in any form, in accordance with the legislation of the Russian Federation and this Policy.

The subject of personal data, using the website of the Sefer Center and providing his personal data by filling in the appropriate forms (fields), gives his consent to the processing of personal data.

1. Basic Concepts

Personal data - any information relating to a directly or indirectly identified or identifiable natural person (subject of personal data);

Processing of personal data - any action (operation) or a set of actions (operations) performed with or without the use of automation tools with personal data, including collection, recording, systematization, accumulation, storage, clarification (updating, changing), extraction, use, transfer (distribution, provision, access), depersonalization, blocking, deletion, destruction of personal data.

Confidentiality of personal data - a mandatory requirement for the Sefer Center or other persons who have gained access to personal data to comply with the requirement not to allow their distribution without the consent of the subject of personal data or other legal grounds.

2. List of Personal Data

АВТОНОМНАЯ НЕКОММЕРЧЕСКАЯ ОРГАНИЗАЦИЯ НАУЧНО-ГУМАНИТАРНЫЙ ЦЕНТР «СЭФЕР»

Тел./факс: +7 (495) 938-00-70

Е-mail: students@sefercenter.org

Сайт: www.sefercenter.org

The Sefer Center processes the following personal data:

- personal data provided by the subject of personal data when filling out the relevant forms (fields) on the website of the Sefer Center, including when filling out contact forms, questionnaires, when subscribing to a news (information) mailing list, when transferring donations to the Sefer Center, when registration for events or appointments for volunteer meetings - full name, contact phone number, e-mail address and other data that the subject of personal data considers necessary to provide in order to achieve the goals specified in this Policy,
- personal data indicated by the subject of personal data in electronic and other messages sent to the Sefer Center,
- technical data automatically transmitted by devices used by the subject of personal data to fill in the relevant forms (fields) on the website of the Sefer Center, including technical characteristics of devices, IP address, information in cookies, browser information, date and the time of using the Sefer Center website, the addresses of the requested pages of the Sefer Center website and other similar information.

3. Purposes of Personal Data Processing

The Sefer Center processes personal data solely for the purposes for which they were provided by the subject of personal data, including:

- registration of the subject of personal data on the website of the Sefer Center to provide access to its individual sections (pages);
- providing the subject of personal data with information about the Sefer Center, its activities, services and events (newsletter);
- registration of a personal data subject as a participant in events held by the Sefer Center;
- provision of information, advisory and other assistance (support);
- implementation of feedback with the subject of personal data;
- transfer of donations using the site of the Center "Sefer"
- creation of optimal conditions for volunteer activities;
- fulfillment of the duties and powers of the Sefer Center in accordance with the legislation of the Russian Federation.

The Sefer Center processes technical data on the use of the Sefer Center website by the subject of personal data solely for the purpose of ensuring the functioning and security of the Sefer Center website, as well as improving its quality.

The Sefer Center does not transfer personal data to third parties without the consent of the subject, does not place them in public sources, does not make decisions that give rise to legal consequences for the subject of personal data or otherwise affect his rights and legitimate interests based solely on automated processing of personal data.

4. Rights of Personal Data Subjects

The subject of personal data has the right:

- receive information about the processing of their personal data by contacting or sending a request to the Sefer Center;

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- demand from the Sefer Center to clarify, block or destroy their personal data if they are incomplete, outdated, inaccurate, illegally obtained or are not necessary;
- take measures provided by law to protect their rights;
- withdraw your consent to the processing of personal data;
- appeal against the actions (inaction) of the Sefer Center to the authorized body for the protection of the rights of personal data subjects or to the court;
- to exercise other rights stipulated by the legislation of the Russian Federation.

5. Security of Personal Data

One of the key principles for the processing of personal data by the Sefer Center is to ensure their confidentiality and security. To do this, the Sefer Center takes technical, legal and organizational security measures in relation to personal data, in particular:

- appoints a person responsible for organizing the processing of personal data;
 - adopts local regulations regarding the processing of personal data;
 - enters into agreements with persons processing personal data on behalf of the Sefer Center, in accordance with the requirements of the Federal Law "On Personal Data";
 - acquaints employees directly involved in the processing of personal data with the provisions of the legislation of the Russian Federation on personal data, local regulations of the Sefer Center on the processing of personal data and (or) conducts training for these employees;
 - maintains constantly updated records of all persons entitled to access systems in which personal data are stored, indicating the data processing procedures that they are entitled to carry out;
 - provides unlimited access to this Policy;
 - protects against uncontrolled penetration of the premises in which the information system is located, where personal data is processed;
 - protects information with the help of special data protection tools;
 - introduces appropriate mechanisms, including usernames and secret passwords, to ensure that personal data is accessible only to persons entitled to access such data, and to the extent that they need to have such access for the performance of their duties;
 - checks and takes measures to ensure that each person who has the right to access systems and / or folders in which personal data is stored is aware of his obligations and processing procedures related to such data, as well as of responsibility;
 - installs anti-virus programs to protect personal data;
 - establishes differentiated access to personal data processed in the information system(s) of the Sefer Center;
 - introduces appropriate procedures for backing up and restoring personal data;
- provides regular backup of personal data.

The Sefer Center takes other necessary legal, organizational and technical measures to protect personal data from illegal or accidental access, destruction, modification, blocking, copying, transfer, distribution, as well as other illegal actions in relation to personal data, in particular, measures stipulated by the Federal Law of July 27, 2006 No. 152-FZ "On Personal Data", Government Decree of November 1, 2012 No. 1119 "On Approval of the Requirements for the Protection of Personal Data during their Processing in Personal Data Information Systems" and other regulatory legal acts.

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6. Terms of Personal Data Processing

The Sefer Center processes personal data for no longer than is necessary to achieve the purposes of their processing specified in the Policy.

After achieving the goals of processing personal data, the Sefer Center will stop processing and destroy personal data (as well as ensure the termination of processing and their destruction by third parties involved in processing).

The Sefer Center also terminates the processing of personal data in case of withdrawal of consent to data processing.

The Sefer Center in some cases may continue to process personal data after the withdrawal of consent, when it is required to fulfill the duties of the Sefer Center arising by virtue of applicable law, or when the Sefer Center has the right to process personal data if there are other legal grounds. In order to revoke consent to the processing of personal data, the subject of personal data sends a corresponding request to the Sefer Center, including to the e-mail or postal address specified in section 9 of the Policy.

7. Use of Links to Third Party Sites and Services

The website of the Sefer Center may contain links to third-party websites and services, the activity of which is not controlled by the Sefer Center. The Sefer Center is not responsible for the security of personal data provided by the subject of personal data when clicking on links of third-party sites and services.

8. Policy Change

The Sefer Center has the right to change (update) this Policy in case of changes in legal requirements or as necessary. In the event of a change in this Policy, the Sefer Center places a corresponding informational message on the website. By continuing to use the website of the Sefer Center after the above information message is posted, the subject of personal data thereby confirms his consent to the processing of his personal data, taking into account the changes made to the Policy.

9. Final Provisions

For any questions related to the processing of personal data, the subject of personal data can contact the Sefer Center in person and fill out the appropriate request / notification at the Sefer Center office, or send a request to the email address: students@sefercenter.org

This Policy is an open and public document.



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