

# DATA PROCESSING POLICY ON THE WEBSITE

## 1. GENERAL PROVISIONS

1.1. LLC "Arteki Studio" pays special attention to the protection of personal data during processing and respects the rights of personal data subjects.

The approval of the Policy on the processing of personal data on the website <https://artekistudio.com/> (hereinafter referred to as the Policy) is one of the measures taken by LLC "Arteki Studio" to protect personal data, as provided for in Article 17 of the Law of the Republic of Belarus dated May 7, 2021 No. 99-Z "On Personal Data Protection" (hereinafter referred to as the Law).

1.2. The Policy clarifies for personal data subjects visiting the website <https://artekistudio.com/> (hereinafter referred to as the website) how and for what purposes their personal data is collected, used, or otherwise processed, and reflects the rights of personal data subjects in this regard and the mechanisms for their implementation. The

Policy does not apply to the processing of personal data in the course of employment activities and administrative procedures, during video surveillance, or when processing cookies on the website <https://artekistudio.com/>.

1.3. The postal address of LLC "Arteki Studio" is [artekistudio@mail.ru](mailto:artekistudio@mail.ru), 220114, Minsk, Nezavisimosti Avenue, building 173, office 212, premises 16.

1.4. This Policy uses terms and their definitions as specified in the Law.

1.5. Personal data may be used by LLC "Arteki Studio" for scientific or other research purposes after mandatory anonymization of such personal data, in particular for:

- Preparing and providing explanations on issues related to the application of personal data legislation;
- Preparing and conducting publications and presentations.

1.6. LLC "Arteki Studio" processes only those personal data that are necessary to achieve the stated purposes and does not allow excessive processing.

## 2. PURPOSES, CATEGORIES OF PERSONAL DATA SUBJECTS WHOSE DATA IS PROCESSED, LIST OF PROCESSED PERSONAL DATA, LEGAL GROUNDS AND TERMS OF PERSONAL DATA PROCESSING

2.1. LLC "Arteki Studio" processes personal data of personal data subjects on the website <https://artekistudio.com/> for the purpose of conducting negotiations on cooperation, as well

as for considering requests from personal data subjects received through the feedback form on the website <https://artekistudio.com/>.

2.2. LLC "Arteki Studio" processes the following category of personal data of personal data subjects:

- Phone number;
- Email address;
- Company name.

2.3. Personal data is provided by the personal data subject by filling out the feedback form on the website <https://artekistudio.com/>.

2.4. The term for processing personal data: from the moment the form is filled out and submitted on the website until December 25, 2027.

### **3. AUTHORIZED PERSONS. CROSS-BORDER TRANSFER OF PERSONAL DATA**

3.1. LLC "Arteki Studio" does not delegate the processing of personal data to authorized persons.

3.2. LLC "Arteki Studio" does not carry out cross-border transfer of personal data.

### **4. RIGHTS OF PERSONAL DATA SUBJECTS**

4.1. The personal data subject has the right to:

4.1.1. withdraw their consent if LLC "Arteki Studio" has requested consent from the personal data subject for the processing of personal data. The right to withdraw consent cannot be exercised if the processing is carried out on other legal grounds (for example, in accordance with the requirements of legislation or based on a contract);

4.1.2. receive information regarding the processing of their personal data by LLC "Arteki Studio," which includes:

- the location of LLC "Arteki Studio";
- confirmation of the fact of processing personal data by LLC "Arteki Studio";
- personal data and the source of their acquisition;
- legal grounds and purposes of personal data processing;
- the duration for which consent is granted (if the processing of personal data is based on consent);
- the name and location of the authorized person(s);
- other information provided by law;

4.1.3. require LLC "Arteki Studio" to make changes to their personal data in case the personal data is incomplete, outdated, or inaccurate;

4.1.4. receive information from LLC "Arteki Studio" about the provision of their personal data processed by LLC "Arteki Studio" to third parties once a calendar year free of charge, unless otherwise provided by law and other legislative acts;

4.1.5. require LLC "Arteki Studio" to stop processing their personal data free of charge, including deletion, when there are no grounds for processing personal data as provided by law and other legislative acts;

4.1.6. appeal against actions (inactions) and decisions of LLC "Arteki Studio" that violate their rights in the processing of personal data in the manner established by law.

4.2. To exercise their rights related to the processing of personal data by LLC "Arteki Studio," the personal data subject sends a request to LLC "Arteki Studio" in electronic form to the email address: **dpo@atomgroup.io** or in written form to the address: 220114, Minsk, Nezavisimosti Avenue, building 173, office 212, premises 16.

Such a request must contain:

- surname, first name, patronymic (if available) of the personal data subject, their place of residence (or stay);
- a description of the essence of the demands of the personal data subject;
- personal signature (for written requests).

Confirmation of agreement with the terms of the Policy is made by sending a request when filling out the feedback form.

I am informed that in case I refuse to give consent for the purpose stated in paragraph 2.1 of section 2, the Operator will not be able to consider my request submitted through the feedback form on the website and send a response.

## **5. COOKIE POLICY**

LLC "Arteki Studio" uses cookies to improve the functionality of the website and make it more convenient for users. A cookie is a small text file that a website saves on your device when you visit it.

LLC "Arteki Studio" uses necessary and functional cookies:

- Necessary cookies are used for the proper functioning of the website and correct use of its features and services;

- Functional cookies allow you to navigate the site and fully utilize its capabilities;

LLC "Arteki Studio" does not use cookies for the purpose of identifying you as an individual.

You have the right to disable cookies in your browser settings; however, in this case, LLC "Arteki Studio" does not guarantee proper operation of the website.

For more information on managing cookie settings through browsers: [Firefox](#), [Chrome](#), [Safari](#), [Opera](#), [Microsoft Edge](#), [Internet Explorer](#).