

**PERSONAL DATA PROCESSING AND PROTECTION REGULATION
of O1 Properties Management CJSC (hereinafter referred to as the “Operator”)**

(Edition No. 3)

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1. GENERAL

1.1 This Personal Data Processing and Protection Regulation (hereinafter referred to as the “PDR”) has been developed in accordance with the laws of the Russian Federation and the Articles of Association of O1 Properties Management CJSC in order to ensure the protection of human and civil rights and freedoms when processing their personal data, including the right to privacy, personal and family secrets, as well as establishing the responsibility of officials, who have access to personal data for failure to comply with the requirements of the rules governing the processing and protection of personal data.

1.2 The PDR shall apply to the activities of all employees of O1 Properties Management CJSC and establish the procedure for processing and protecting personal data of personal data subjects of the Operator.

1.3 The PDR determines the required minimum amount of measures, the observance of which makes it possible to prevent the leakage of information related to personal data. If necessary, additional measures may be introduced to enhance the protection of personal data.

1.4 The processing and protection of personal data in accordance with the laws of the Russian Federation on personal data shall be organized by the Operator’s employees responsible for organizing the processing of personal data.

2. TERMS AND ABBREVIATIONS

Personal data (hereinafter referred to as “PD”)	any information relating directly or indirectly to a specific or identifiable individual (personal data subject)
Employer (company) Operator	O1 Properties Management CJSC, independently or jointly with other persons, organizing and (or) processing personal data, as well as determining the purposes of processing personal data, the composition of personal data to be processed, actions (operations) performed with personal data
Personal data subject	an individual, who is directly or indirectly identified, or identifiable using personal data (employees, counterparties, individuals/individual entrepreneurs)
Personal data processing	any action (operation) or a set of actions (operations) performed with the use of automation tools or without the use of such tools with personal data, including collection, recording, systematization, accumulation, storage, clarification (update, change), extraction, use, transfer (distribution, provision, access), depersonalization, blocking, deletion, destruction of personal data
Automated personal data processing	processing of personal data using computer technology
Dissemination of personal data	actions aimed at disclosing personal data to an indefinite circle of persons
Provision of personal data	actions aimed at disclosing personal data to a certain person or a certain circle of persons
Blocking of personal data	temporary termination of the processing of personal data (unless the processing is necessary to clarify personal data)
Destruction of personal data	actions, as a result of which it becomes impossible to restore the content of personal data in the personal data information system and (or) as a result of which material personal data storage media are destroyed
Anonymization of personal data	actions, as a result of which it becomes impossible to determine whether the personal data belong to a specific personal data subject without the use of additional information
Personal data information system	a set of personal data contained in databases and information technologies and technical means ensuring their processing
Cross-border transfer of personal data	transfer of personal data to the territory of a foreign state to a foreign state authority, a foreign individual or a foreign legal entity
Information	messages or data, regardless of the form of their presentation

3. PURPOSES OF PROCESSING AND COMPOSITION OF PD

3.1 The purposes of personal data processing shall be as follows:

- 1) conclusion of employment contracts with individuals;
- 2) performance of functional duties of a legal entity as an employer;
- 3) provision of financial and economic activities;
- 4) promotion of goods/services on the market;

- 5) provision of access control;
- 6) conclusion of contracts for the provision of services with individuals;
- 7) provision of the functioning and security of the Operator's website (s); analytical research regarding the use of the Operator's website (s); provision of users of the Operator's website (s) with marketing information; ensuring ease of use and improving the quality of the Operator's website (s).

3.2 Personal data subjects and the composition of personal data:

3.2.1 The purpose of **“concluding employment contracts with individuals”** shall be achieved by processing PD for the following subjects:

PD subjects	PD composition
Current employees	Full name; photo (including in electronic form); year, month, date and place of birth; floor; National ID data or data of another identity document; registration address at the place of residence; address of the actual residence; INN [Taxpayer Identification Number]; data of the Pension Insurance Certificate; marital status; the presence of children; family ties; education; information about disability (if any), group number; contact number; information about military registration, social benefits; information about labor activity: position held; workplace attendance data; results of assessments, attestations and testing of professional abilities and individual psychological characteristics; about the training programs passed; work experience and positions held; biometric personal data; financial position; certificate of income from the previous place of work, data on the passage of vaccination against a new coronavirus infection (COVID-19); data on the presence / absence of antibodies to the new coronavirus infection (COVID-19).
Applicants for vacancies:	Full name, date of birth, gender; contact phone number, contact email, residential address, marital status, pension certificate number, information about education, name of educational institution, start and end date of study, profession acquired; marital status, presence of children, family ties; background; previous labor activity (place of work, criminal record, military service, service in elected positions, in public service, etc.).

3.2.2 The purpose of **“performance of functional duties of a legal entity as an employer”** shall be achieved by processing PD for the following subjects:

PD subjects	PD composition
Current employees	Full name; photo (including in electronic form); year, month, date and place of birth; floor; National ID data or data of another identity document; registration address at the place of residence; address of the actual residence; INN [Taxpayer Identification Number]; data of the Pension insurance certificate; marital status, family composition; education; information about disability (if any), group number; contact number; information about military registration, social benefits; information about labor activity: employment contract with all appendixes thereto, full financial liability agreements, all types of orders in relation to the employee, specialty, profession, position held, information on wages; workplace attendance data; results of assessments, attestations and testing of professional abilities and individual psychological characteristics; knowledge of foreign languages; about the training programs passed; work experience and positions held; data of the certificate of state pension insurance, personal card as per T-2 form, statements/applications, written explanations, working and office memoranda, biometric personal data; copies of certificates of marriage/divorce, birth of children; military registration documents; application form; autobiography; CV.
Former employees	Full name; photo (including in electronic form); year, month, date and place of birth; floor; National ID data or data of another identity document; registration address at the place of residence; address of the actual residence; INN [Taxpayer Identification Number]; data of the Pension Insurance Certificate; marital status, family composition; education; information about disability (if any), group number; contact number; information about military registration, social benefits; information about labor activity: employment contract with all appendixes thereto, full financial liability agreements, all types of orders in relation to the employee, specialty, profession, position held, information on wages; workplace attendance data; results of assessments, attestations and testing of professional abilities and individual psychological characteristics;

	knowledge of foreign languages; about the training programs passed; work experience and positions held; data of the certificate of state pension insurance, personal card as per T-2 form, statements/applications, written explanations, working and office memoranda, biometric personal data; copies of certificates of marriage/divorce, birth of children; military registration documents; application form; autobiography; CV; certificate of income from the previous place of work.
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3.2.2 The purpose of “**provision of financial and economic activities**” shall be achieved by processing PD for the following subjects:

PD subjects	PD composition
Current employees	Full name, position, National ID data, driver’s license data, email, contact phone number, settlement account number, registration address at the place of residence

3.2.3 The purpose of “**provision of access control**” shall be achieved by processing PD for the following subjects:

PD subjects	PD composition
Visitors to buildings	Full name, National ID data

3.2.4 The purpose of “**promotion of goods/services on the market**” shall be achieved by processing PD for the following subjects:

PD subjects	PD composition
Customers	Full name, gender, date of birth, contact phone number, contact email, registration address

3.2.5 The purpose of “**conclusion of contracts for the provision of services with individuals**” shall be achieved by processing personal data for the following subjects:

PD subjects	PD composition
Individuals, with whom civil law contracts have been concluded	Full name, gender, National ID data, date of birth, contact phone number, contact email, registration address

3.2.6 The purpose of “**provision of the functioning and security of the Operator’s website (s); analytical research regarding the use of the Operator’s website (s); provision of users of the Operator’s website (s) with marketing information; ensuring ease of use and improving the quality of the Operator’s website (s)**” shall be achieved by processing PD for the following subjects:

PD subjects	PD composition
Operator website (s) users	technical data that are automatically transmitted by the device, with which the user uses the Operator’s website (s), including the technical characteristics of the device, IP address, information stored in cookies that were sent to the user’s device, information about the browser, date and the time of access to the website, the addresses of the requested pages and other similar information.

4. PD PROCESSING

4.1 The Operator shall receive all personal data of subjects from themselves or from their legal representatives.

4.2 Personal data shall be processed in accordance with the applicable laws of the Russian Federation on the basis of consent to the processing of personal data (Appendix 1), consent (Appendix 3) to the processing of personal data for candidates for vacant positions (when filling out the application form electronically), except as provided by Federal Law No. 152-ФЗ. It shall be allowed to combine the subject’s consent form with standard forms of documents containing the subject’s personal data.

4.3 The PD subject shall make a decision on the provision of its personal data and consent to their processing by his/her own will and in his/her interest.

4.4 Obtaining the subject's PD from third parties shall be possible only upon notifying the subject thereof in advance and with his/her written consent. It shall be allowed to combine the subject’s consent form with standard forms of documents containing the subject’s personal data.

4.5 PD of the Operator’s subjects shall be processed in business units in accordance with the functions performed.

4.6 PD shall be accessed in accordance with the list approved in the manner determined by the Operator.

4.7 Authorized persons admitted to the PD of the Operator's subjects shall have the right to receive only those PD of the entity that are necessary to perform specific functions, in accordance with the job description of authorized persons.

4.8 PD processing, carried out without the use of automation tools, shall be implemented in accordance with the requirements of Resolution of the Government of the Russian Federation dated September 15, 2008 N 687 "On Approval of the Regulation on the Specifics of Personal Data Processing Carried Out without the Use of Automation Tools". During such processing, personal data shall be separated from other information, in particular, by recording them on separate material PD storage media, in special sections or in the fields of forms.

4.9. Processing of Personal Data through the Operator's Website (s).

4.9.1. The Operator's website (s) uses (use), among other things, cookie technologies and web beacons. These technologies make it possible to provide users of the Operator's website (s) with a customized environment when they visit the Operator's website (s) again.

4.9.2 Cookies are small text files placed on users' computers in order to analyze their user activity.

4.9.3. Cookies might be used on the Operator's website (s) are divided into the following categories: "strictly necessary cookies", "performance cookies" and "functionality cookies".

4.9.4. Strictly necessary cookies are indispensable for browsing the web pages of the Operator's website (s) and making full use of their functions.

4.9.5. Performance cookies collect information about the use of the Operator's website (s), for example, about the most frequently visited pages of the Operator. These files are used to optimize the work of the Operator's website (s) and to simplify navigation for users. All information collected using these files is intended for statistical purposes and remains anonymous.

4.9.6. Functionality cookies allow the Operator's website (s) to remember user choices when using the Operator's website (s). Such files may remember the location of users for displaying the Operator's website (s) in the language of the country, in which the user is located, as well as remember the text font size settings and other customizable parameters of the Operator's website (s).

4.9.7. The information collected through cookies does not allow the unique identification of users of the Operator's website (s).

4.9.8. The Operator may process cookies on its own or with the involvement of Google Analytics, Yandex.Metrica services for the purposes specified above.

4.9.9. If the user of the Operator's website (s) prefers not to receive cookies when browsing the Operator's website (s), he/she may configure his/her browser so that it does not receive such files, or so that the browser warns the user before accepting cookies or blocks them.

5. PD STORAGE

5.1 PD shall be stored in a form that allows identifying the PD subject, no longer than the purpose of their processing requires.

5.2 Material PD storage media shall be stored in specially equipped cabinets and safes. The storage locations shall be determined by the order on approval of the storage locations of the Operator's material PD storage media.

5.3. Within a period not exceeding 7 business days from the date the PD subject or his/her legal representative provides information confirming that the PD are incomplete, inaccurate or irrelevant, the Operator shall make the necessary changes to them, and also notify the subject of the changes made.

6. PD PROTECTION

6.1 When processing PD, the necessary organizational and technical measures shall be taken to ensure their confidentiality.

6.2 Technical measures to protect personal data during their processing by technical means shall be established in accordance with:

- Order of the Federal Service for Technical and Export Control (FSTEC) of Russia dated February 18, 2013 N 21 "On Approval of the Composition and Content of Organizational and Technical Measures to Ensure the Security of Personal Data during Their Processing in Personal Data Information Systems";

- the Operator's internal documents, applicable in the field of information security.

6.3 The protection of personal data shall provide for the restriction of access to them.

6.4 Head of the Operator's business unit, who processes personal data shall:

- be responsible for organizing the protection of PD in a subordinate business unit;

- assign to employees authorized to process PD, specific material media, on which it is allowed to store PD, if such media are necessary to perform the functions assigned to employees;

- organize the study by subordinate employees, whose duties include the processing of

personal data, of regulatory legal acts on the protection of personal data and require strict implementation thereof;

- provide a confidentiality regime in relation to PD processed in the business unit;
- organize control of access to PD in accordance with the functional responsibilities of the unit employees.

6.5 Employees admitted to PD shall sign a written undertaking not to disclose such data in accordance with the established procedure.

7. PD TRANSFER

7.1 When processing the subject's personal data, the following requirements shall be met:

- not disclosing the subject's PD to a third party without the subject's written consent;
- warning the persons receiving the subject's PD that that data may be used only for the purposes, for which they are communicated, and requiring these persons to confirm that this rule has been observed. Persons receiving the subject's PD shall comply with the confidentiality regime with respect to that data.

7.2 If there is a need for cross-border transfer of personal data to the territory of foreign states that do not provide adequate protection of the rights of PD subjects, the Operator shall request the consent of the subject in writing. It shall be allowed to combine the subject's consent form with the standard form of documents containing the subject's personal data. It shall be allowed to combine the subject's consent form with other forms of consent.

8. PROCEDURE FOR PROCESSING REQUESTS AND APPEALS OF PD SUBJECTS

8.1 When applying or a written request of the PD subject to access his/her personal data, the Operator shall be guided by Articles 14, 18 and 20 of Federal Law No. 152-ФЗ.

8.2 The Operator shall provide access to the PD subject to his/her PD only under the control of the Operator's employee responsible for organizing the PD processing.

8.3 The appeal of the PD subject shall be recorded in the register of appeals of citizens (personal data subjects) on the PD processing.

8.4 A written request from the PD subject shall be recorded in the register of requests from citizens (personal data subjects) on the PD processing.

8.5 The person responsible for organizing the PD processing shall make a decision on granting access to PD to the subject.

8.6 In the event that the data provided by the subject are not enough to identify him/her or the provision of PD violates the constitutional rights and freedoms of others, the person responsible for organizing the PD processing shall prepare a reasoned response containing a reference to the provision of part 8 of Article 14 of Federal Law No. 152-ФЗ or other federal law, which is the basis for such a refusal, within a period not exceeding thirty business days from the date of the request of the PD subject or his/her legal representative, or from the date of receipt of the request of the PD subject or his/her legal representative.

8.7 To provide access to the PD subject or his/her legal representative to the subject's PD, the person responsible for organizing the PD processing shall engage an employee of the business unit that processes the subject's PD in agreement with the head of this business unit.

8.8 The Operator shall provide the PD subject with information about the availability of PD in an accessible form, which shall not contain PD related to other PD subjects. The provision of information to the subject or his/her legal representative shall be monitored by the person responsible for organizing the PD processing.

8.9 Information on the availability of PD shall be provided to the subject when responding to the request within thirty days from the date of receipt of the request of the PD subject or his/her legal representative.

9. PROCEDURE IN CASE OF REQUESTS FROM SUPERVISORY AUTHORITIES

9.1 In accordance with part 4 of Article 20 of Federal Law No. 152-ФЗ, the Operator shall provide the authorized body for the protection of the rights of PD subjects at that body's request with information necessary for the activities of the specified body, within thirty days from the date of receipt of such a request.

9.2 Information for drawing up a reasoned response to the request of the supervisory authorities shall be collected by the person responsible for organizing the PD processing, if necessary with the involvement of the Operator's employees.

9.3 Within the period established by the laws, the person responsible for organizing the PD processing shall prepare and send to the authorized body a reasoned response and other necessary documents.

10. PD DEPERSONALIZATION

10.1 The procedure for depersonalization shall include the replacement of identifying information about the subject (for example, last name, first name and patronymic) with an arbitrary code (hereinafter referred to as the “identifier”).

10.2 Depersonalization shall be carried out in such a way that it would be impossible to determine whether PD pertains to a specific PD subject without the use of additional information.

10.3 In the event that anonymized PD are used for statistical or other research purposes, the terms of processing and storage of PD shall be established by the Operator's management on a need-to-know basis, and obtaining the consent of the subject to process his/her PD shall not be required on the basis of paragraph 9 of Part 1 of Article 6 of Federal Law No. 152-ФЗ.

10.4 If anonymized PD are used to promote goods, works, services on the market, or for political campaigning, the Operator shall obtain the consent of the PD subject for such processing.

10.5 Methods and ways of protecting information from unauthorized access to ensure the security of anonymized PD in information systems and the appropriateness of their use shall be determined by the person responsible for organizing the PD processing acting on behalf of the Operator individually for each system.

11. PD DESTRUCTION

11.1 PD shall be subject to destruction or depersonalization in the following cases:

- achievement of the processing purposes or in case of loss of the need to achieve them: PD shall be destroyed within a period not exceeding 30 business days from the moment the PD processing purpose is achieved, unless otherwise provided by federal laws of the Russian Federation;

- revocation of the PD subject's consent to PD processing: PD shall be destroyed within a period not exceeding 30 business days from the moment the PD subject's consent to PD processing is withdrawn;

- submission by the PD subject or his/her legal representative of information confirming that personal data is unlawfully obtained or not necessary for the stated purpose of processing: PD shall be destroyed within a period not exceeding 7 business days from the moment the PD subject or its representative submits information confirming that PD are unlawfully obtained or are not necessary for the stated purpose of processing;

- identification of unlawful PD processing when the PD subject or his/her legal representative applies and it is impossible to ensure lawful PD processing: in case of unlawful PD processing when the PD subject or his/her legal representative applies and it is impossible to ensure lawful PD processing, PD shall be destroyed within a period not exceeding 10 business days from the moment of identification of unlawful PD processing.

The decision on the unlawfulness of PD processing and the need to destroy personal data is made by the person responsible for organizing PD processing, who brings the relevant information to the management. The Operator shall notify the PD subject or the PD subject's legal representative about the destruction of personal data.

- at the request of the head of the business unit, which processed the subject's PD and established the need for their destruction.

11.2 PD shall be destroyed by a commission consisting of employees of the business unit that processed the subject's PD and established the need to destroy the PD under the control of the head of this business unit.

11.3 The method of destruction of material PD storage media shall be determined by the commission. The following methods shall be allowed:

- burning;
- shredding (grinding);
- transfer to specialized landfills (dumps);
- chemical treatment.

11.4 In this case, a certificate shall be drawn up (Appendix 2), signed by the chairperson of the commission that implemented the destruction of material personal data storage media.

11.5 If it is necessary to destroy a large number of material media or to use special methods of destruction, it shall be allowed to involve specialized organizations. In this case, the Operator shall be present during the destruction of material PD storage media. In this case, it is necessary to attach an invoice to the destruction certificate for the transfer of material PD storage media to be destroyed to a specialized organization.

11.6 Fields of the Operator's databases containing the subject's PD shall be destroyed by a commission, which includes persons responsible for the maintenance of automated systems, which own the databases.

11.7 Destruction shall be achieved by erasing information on storage media (including backup copies). In this case, a certificate shall be drawn up, approved by the person responsible for the maintenance of automated systems, which owns the databases.

11.8 Archives of electronic documents and protocols of electronic interaction may not be destroyed if their maintenance and preservation for a certain period is provided for by the relevant regulatory and (or) contractual documents.

11.9 In the absence of the technical ability to destroy the PD contained in the databases, it shall be allowed to carry out depersonalization by rewriting the database fields. Rewriting shall be carried out in such a way that further identification of the PD subject is not possible.

11.10 PD destruction procedures shall be monitored by the person responsible for organizing PD processing.

11.11 The processing of biometric personal data (photo used for identification, etc.), in accordance with Article 11 of Federal Law No. 152-ФЗ, shall be allowed with the subject's consent. It shall be allowed to combine the subject's consent form with standard forms of documents containing the subject's personal data.

11.12 A decision giving rise to legal consequences in relation to the PD subject or otherwise affecting his/her rights and legitimate interests may be made on the basis of exclusively automated processing of his/her PD only with the PD subject's written consent.

11.13 Employees shall get acknowledged this Regulation and other documents of the Operator against receipt, which documents establish the procedure for processing the PD of subjects, as well as the rights and obligations in this area.

12. RIGHTS OF PD SUBJECTS

12.1 In order to ensure their interests, PD subjects may:

- receive complete information about their PD and the processing of this data (including automated processing);
- exercise free free access to their PD, including the right to receive copies of any record containing the PD of the subject, with the exception of cases provided for by Federal Law No. 152-ФЗ;
- demand the exclusion or correction of incorrect or incomplete PD, as well as data processed in violation of Federal Law No. 152-ФЗ. The subject shall, if the Operator refuses to exclude or correct the subject's PD, have the right to declare its disagreement in writing, justifying such disagreement accordingly. The subject shall have the right to supplement the PD being a matter of judgment with a statement expressing his/her own point of view;
- require the Operator to notify all persons, who were previously notified of incorrect or incomplete subject's PD of all changes or exceptions made thereto;
- appeal in court any Operator's unlawful actions or inaction in the processing and protection of the subject's personal data.

12.2 To exercise their rights, PD subjects may write to us:

Mailing address: 26 Valovaya Street, Moscow, 115054

Email: info@o1properties.ru,

Phone: 8 (495) 788-55-75.

13. DUTIES OF PERSONS ADMITTED TO PD PROCESSING

13.1 Persons admitted to work with personal data shall:

- know the laws of the Russian Federation in the field of PD processing and protection, the Operator's regulatory documents on PD protection;
- maintain the confidentiality of PD;
- ensure the safety of the PD storage media assigned to them;
- monitor the expiration date of consent to PD processing and, if necessary, further PD processing, ensure that new consents are received in a timely manner or the PD processing is terminated;
- report to their immediate supervisor about all facts and attempts of unauthorized access to personal data and other violations.

13.2 Persons guilty of violating the rules governing the receipt, processing and protection of the subject's personal data shall be brought to material, administrative, criminal and civil liability on the basis of a court decision, as well as to disciplinary liability. The following disciplinary sanctions may be applied to these persons: reprimand, admonition, dismissal in accordance with subparagraph "v" of paragraph 6 of part 1 of Article 81 of the Labor Code of the Russian Federation.

To General Director of
O1 Properties Management CJSC

Consent to the Processing of Personal Data

I, _____, , registration address: _____, in accordance with Article 9 of Federal Law dated July 27, 2006 No. 152-ФЗ "On Personal Data", give to Closed Joint Stock Company "O1 Properties Management", INN [Taxpayer Identification Number] 7702725378, OGRN [Primary State Registration Number] 1107746102090, located at: 26 Valovaya Street, Moscow, 115054 (hereinafter referred to as "O1 Properties Management CJSC", the "Company"), consent to the automated processing, as well as processing without the use of automation tools, of my personal data (biometric personal data), namely: to collection, recording, systematization, accumulation, storage, clarification (update, change), extraction, use, transfer (distribution, provision, access), depersonalization, blocking, deletion, destruction of personal data that are at the disposal of the Company in order to ensure compliance with laws and other regulatory legal acts, the conclusion and regulation of labor relations and other relations directly related thereto, the reflection of information in personnel documents, the calculation of wages, the calculation and payment of taxes, fees and contributions for compulsory social, medical and pension insurance provided for by the laws of the Russian Federation, submissions of reporting established by law by the Company in relation to individuals, including information on personalized accounting to the Pension Fund of the Russian Federation, information on personal income tax in the Federal Tax Service of the Russian Federation, information to the Social Insurance Fund of the Russian Federation, Federal Compulsory Medical Insurance Fund of the Russian Federation, providing information to the bank for issuing a bank card and remitting wages, providing information to third parties for issuing a voluntary health insurance policy, providing tax deductions, ensuring my safety, control, quantity and quality of work performed by me, ensuring the safety of the Company's property.
The consent shall apply to the processing of the following personal data of mine (biometric personal data):

- last name, first name, patronymic (including the previous ones),
- gender, age,
- National ID data or data of another identity document,
- date of birth, place of birth,
- face image data,
- citizenship,
- military service obligation and other information on the military ID and registration certificate,
- data of documents on education, qualifications, professional training, information on advanced training, internship,
- data of documents confirming special knowledge,
- data of documents on awarding an academic degree, academic title, lists of scientific works and inventions and information on awards and titles,
- knowledge of foreign languages,
- marital status and data on the composition of family and family members that the Company may need to provide me with benefits provided for by labor and tax laws,
- information about social benefits, pensions and insurance,
- data on disability documents (if any),
- information about previous medical examinations (if necessary when applying for a job),
- information about work experience, previous places of work and other data of the work record book and insert to the work record book, income at previous places of work,
- position, qualification level,
- information about wages (income) in the Company, bank accounts, cards,
- information about the admission, transfer, dismissal and other events related to my work in the Company,
- information about business and other personal qualities, being a matter of judgment,
- address of the place of residence (registered and actual), date of registration at the indicated place of residence,
- phone number (landline home, mobile),
- email (s),
- data of the certificate of registration with the tax authority of an individual at the place of residence on

- the territory of the Russian Federation (INN [Taxpayer Identification Number]),
- data of certificate of state pension insurance,
 - data of the medical insurance policy of compulsory insurance of citizens.

I confirm that I am familiar with the documents of O1 Properties Management CJSC that establish the procedure for processing personal data, as well as with my rights and obligations in this area.

This consent is valid from the date of its signing until the day of revocation in writing.

_____ / _____ / _____
(signature) (Full name) (date)

Appendix 2

I authorize to destroy
<head of a business unit
or an official responsible
for ensuring the security of
personal data>

(Full name)

“ _____ ”, _____ 20__

Personal Data Destruction Certificate

Commission consisting of:

	Full name	Position	
Chairperson			
Commission members			

selected the personal data storage media and found that, in accordance with the requirements of the guidelines for the protection of information _____

information recorded on them during operation is subject to destruction:

Ser. No.	Date	Media type	PD storage medium registration number	Note

Total of _____ media to be destroyed
(in numbers and words)

After the approval of the certificate, the listed media have been verified with the entries in the certificate and, on the indicated media, personal data have been destroyed by _____

(erasing using a forensic data destruction device, etc.)

After the approval of the certificate, the listed media have been verified with the entries in the certificate and _____ destroyed _____ by _____

(cutting, burning, mechanical destruction, delivery to a recycling enterprise, etc.)

Destroyed media have been derecognized in accounting books and logbooks.

Commission Chairperson: _____ / _____ /

Commission members: _____ / _____ /

Note:

1. The certificate shall be drawn up separately for each method of destruction of media.
2. All sheets of the certificate, as well as all corrections and additions made to the certificate, shall be certified by the signatures of all the commission members.

To General Director of
O1 Properties Management CJSC

Consent to the Processing of Personal Data for Candidates for Vacant Positions
(when filling out the application form electronically)

I consent to the processing of my personal data specified in the application form in accordance with Federal Law No. 152-Φ3 dated July 27, 2006 "On Personal Data" in order to select candidates for vacant positions, as well as to notify the Candidate of the results of selection*.

*Consent to the processing of personal data shall be given for an unlimited period, may be withdrawn by the Candidate by sending a written notice to the Company and shall be deemed withdrawn after seven (7) days from the moment the Company receives a written notice from the Candidate.

The Company warrants the processing, confidentiality, protection and security of personal data in accordance with Federal Law dated July 27, 2006 No. 152-Φ3 "On Personal Data".