



**Maritime Agency Primtanco Ltd.**

10 b, Pogranichnaya Street,  
Nakhodka, 692900, Russia  
E-mail: [agency@primtanco.com](mailto:agency@primtanco.com)  
Phone: +7 4236 740380  
Fax: +7 4236 684150  
WWW.Primtanco.com

## **Policy of the Maritime Agency Primtanco Ltd., regarding the of the personal data processing on the website**

By this document, the Maritime Agency Primtanco Ltd., (also in the text “we”, “us”, “our”) describes the procedure for processing personal data of users of the website [primtanco.com](http://primtanco.com) (hereinafter referred to as the User).

If you have questions about the processing of personal data, you can write a letter to:

- to our legal address: 10-B Pogranichnaya Street, Nakhodka 692922 Russia;
- to our official email address: [agency@primtanco.com](mailto:agency@primtanco.com)

We spare great importance to protecting your privacy and the security of your personal data. We ask you to carefully study the Personal Data Processing Policy (hereinafter referred to as the Policy) in order to understand for what purposes we process your personal data and how you can exercise your rights in relation to personal data.

### **A little about personal data and your rights when processing it**

Personal data is any information that directly or indirectly relates to you or allows you to be identified.

Personal data operator is a legal or natural person processing personal data. When you visit our website, we become the operator of your personal data.

Processing of personal data – performing any actions with personal data.

In accordance with the Federal Law of Russian Federation “On Personal Data” #152-FZ, dated on 27.07.2006 (in the text “152-FZ”) you have the right to:

- access to personal data;
- to clarify personal data;
- to block and delete personal data;
- to appeal our actions or inactions;
- to appeal decisions made based solely on automated processing of your personal data;
- to withdraw consent to the processing of personal data.



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### How can you exercise your rights?

- You can write an official request to our address (10-B Pogranichnaya Street Nakhodka 692922, Russian Federation), indicating in it information about the document proving your identity or the identity of your representative (type of document, series and number, by whom and when issued), your full name or full name of your representative, information about the nature of the relationship with you, which will confirm the processing of your personal data, your signature or the signature of your representative. Such a request may be sent to our email in the form of an electronic document signed in accordance with the provisions of the legislation of the Russian Federation on electronic signatures;
- You can also use our email address for inquiries: [agency@primtanco.com](mailto:agency@primtanco.com).
- You can appeal our actions as a personal data operator to the territorial body of Roskomnadzor in your region: <https://rkn.gov.ru/treatments/ask-question/>

### Why do we process your personal data?

In this section we will tell you about the purposes and terms of processing personal data, and also explain to whom we transfer your personal data.

For the purposes listed above, we will collect, record, systematize, accumulate, store, clarify (update, change), extract, use, transfer (provide, provide access), block, delete, destroy your personal data.

### Processing requests received by e-mail [agency@primtanco.com](mailto:agency@primtanco.com)

To send letters with your questions and requests, you can use the email address: [agency@primtanco.com](mailto:agency@primtanco.com), located on our website [www.primtanco.com](http://www.primtanco.com)

If you contact the e-mail address provided to process your e-mail, we may need your data:

Full Name;  
E-mail address;  
contact phone number.

In addition, we will have access to other information you provide in the email.

After sending your request to the specified email addresses, an employee will contact you using the email address or other contact information provided by you.

The personal data processed for this purpose does not belong to special categories or biometrics in accordance with art. 10–11 of the “152-FZ” and are processed in an automated way.

The legal basis for the processing of the specified personal data is the legitimate interest of the Operator, as well as the initiative of an individual to conclude an agreement in accordance with paragraphs. 5, 7 part 1 article 6 “152-FZ”.

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All data received as part of the processing of your letter sent to [agency@primtanco.com](mailto:agency@primtanco.com) is stored and processed from 30 days to 3 years, depending on the type of request in accordance with Part 4 of Art. 21 152-FZ, Art. 196 of the Civil Code of the Russian Federation (limitation period).

Upon reaching the specified processing time, the User's personal data is destroyed by deletion from information systems using the built-in means of the information system.

Answer your call to the Operator's phone number posted on the website [primtanco.com](http://primtanco.com)

If you have any questions using the site [primtanco.com](http://primtanco.com), you want to clarify information about vacancies or ask other questions, then you can also contact our company's phone numbers posted on the site.

When contacting us by phone, we will ask you to provide the following information about you:  
name (last name and patronymic if provided);  
contact phone number;  
E-mail address.

In addition, we will have access to other information provided by you as part of your application.

The personal data processed for this purpose does not belong to special categories or biometrics in accordance with Art. 10–11 "152-FZ" and are processed in an automated way.

The legal basis for processing the specified personal data is the legitimate interest of the Operator in accordance with clause 7, part 1, article 6 of "152-FZ".

The personal data you provide is processed within 30 days after processing the request in accordance with Part 4 of Art. 21 "152-FZ".

Upon reaching the specified processing time, the User's personal data is destroyed by deletion from information systems using the built-in means of the information system.

Analytics of visits to the website [primtanco.com](http://primtanco.com)

We do not process cookies that recognize you when you visit our site or use our services, to remember your preferences and provide you with a personalized experience, or to perform web analytics.



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### Transmission of data to third parties

In order to provide services and improve their quality, we share information about you with the following third parties:

Purpose of processing	Третьи лица и ссылка на политику конфиденциальности / веб-сайт, если это применимо	Цель передачи	Адрес третьего лица
Обработка обращений	ИП Ильин Р.Ю.	Провайдер техподдержки ИСПДн, Почтового сервера	<a href="mailto:r2@rilyn.ru">r2@rilyn.ru</a> <a href="mailto:d2@ldima.ru">d2@ldima.ru</a>

### Collection of digital data of child under age

Our website is not intended to process data from minors under 14 years of age. If you have a reason for a child to use their personal data, we ask you to let us know by writing to [Agency@primtanco.com](mailto:Agency@primtanco.com)

### Security of data

The personal data we collect and store is considered confidential information. They are protected from loss, modification or unauthorized access in accordance with the legislation of the Russian Federation in the field of personal data.

For that we apply legal, organizational and technical measures to ensure the security of personal data provided for in Art. 18, 18.1 and 19 "152-FZ", including:

- Appointment of a person responsible for organizing the processing of personal data;
- Appointment of a person responsible for ensuring the security of personal data in information systems;
- Limiting the number of persons allowed to process personal data;
- Familiarization of subjects with the requirements of federal legislation and regulatory documents of the Operator for the processing and protection of personal data;



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- arrangement of accounting, storage and circulation of media containing information with personal data;
- checking of a readiness and effectiveness of using information security tools;
- restriction of users' access to information resources and software information processing hardware;
- registration and recording of actions of users of personal data information systems;
- using antivirus and system recovery tools;
- protection of personal data;
- application, where necessary, of firewall screening tools, intrusion detection, security analysis and cryptographic information protection tools.

### Policy change

We reserve the right to change our Policy at any time. We ask that you review our Policy regularly for any updates. We will provide notice of changes to the Policy if such changes are material through means available to us.

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