

Privacy and Personal Data Processing Policy

This Privacy and Personal Data Processing Policy regulates the procedure of processing and use of personal and other data of IPISM website (hereinafter referred to as the Operator). The current version of this Privacy Policy is permanently available on the Internet at: <https://ipism.kz/>. By submitting personal and other data to the Operator via the Website, the User confirms his/her consent to the use of the said data on the terms and conditions set forth in this Privacy Policy. If the User does not agree with the terms of this Privacy Policy, he/she is obliged to stop using the Site. The unconditional acceptance of this Privacy Policy is the beginning of use of the Site by the User.

1. TERM

- 1.1. Website - the site located on the Internet at <https://ipism.kz/>. All exclusive rights to the Site and its separate elements (including software, design) belong to the Operator in full. Transfer of exclusive rights to the User is not the subject of this Privacy Policy.
- 1.2. User - a person using the Site.
- 1.3. Legislation - the current legislation of the Republic of Kazakhstan.
- 1.4. Personal Data - personal data of the User, which the User provides independently during registration or in the process of using the functions of the Site.
- 1.5. Data - other data about the User (not included in the concept of Personal Data).
- 1.6. Registration - the User fills in the Registration Form located on the Website by providing the required information and sending scanned documents.
- 1.7. Registration Form - a form located on the Website, which the User must fill out in order to be able to use the Website in full.
- 1.8. Service(s) - services provided by the Operator on the basis of the agreement.

2. COLLECTION AND PROCESSING OF PERSONAL DATA

- 2.1. The Operator collects and stores only those Personal Data that are necessary for the provision of Services by the Operator and interaction with the User.
- 2.2. Personal Data may be used for the following purposes:
 - 2.2.1 provision of Services to the User;
 - 2.2.2 identification of the User;
 - 2.2.3 interaction with the User;
 - 2.2.4 sending advertising materials, information and requests to the User;
 - 2.2.5 conducting statistical and other research;
- 2.3. The Operator processes the following data, among others:
 - 2.3.1 surname, first name and patronymic;
 - 2.3.2 e-mail address;
 - 2.3.3 telephone number (including cell phone number).
- 2.4. The User is prohibited to indicate personal data of third parties on the Website (except for the condition of representing the interests of these persons, having documentary confirmation of third parties to perform such actions).

3. PROCESSING OF PERSONAL AND OTHER DATA

- 3.1. The Operator undertakes to use Personal Data in accordance with the Law "On Personal Data" of the Republic of Kazakhstan and the Operator's internal documents.
- 3.2. The Personal Data and other User's Data shall be kept confidential, except for the cases when the said data is publicly available.
- 3.3. The Operator has the right to keep an archive copy of Personal Data.
- 3.4. The Operator has the right to transfer the Personal Data and the User's Data without the User's consent to the following persons:
 - 3.4.1 state authorities, including inquiry and investigation authorities, and local self-government authorities upon their reasoned request;
 - 3.4.2 in other cases directly provided for by the current legislation of the Republic of Kazakhstan.
- 3.5. The Operator has the right to transfer Personal Data and Data to third parties not specified in clause 3.4. of this Privacy Policy in the following cases:

- 3.5.1 the User has expressed his/her consent to such actions;
- 3.5.2 transfer is necessary within the framework of the User's use of the Website or provision of Services to the User;
- 3.6. The Operator performs automated processing of Personal Data and Data.

4. PROTECTION OF PERSONAL DATA

- 4.1. The Operator carries out proper protection of Personal and other data in accordance with the Legislation and takes necessary and sufficient organizational and technical measures to protect Personal Data.
- 4.2. The applied protection measures, among other things, allow to protect Personal Data from illegal or accidental access, destruction, modification, blocking, copying, distribution, as well as from other illegal actions of third parties.

5. OTHER PROVISIONS

- 5.1. The law of the Republic of Kazakhstan shall apply to this Privacy Policy and relations between the User and the Operator arising in connection with the application of the Privacy Policy.
- 5.2. All possible disputes arising from this Agreement shall be resolved in accordance with the current legislation at the place of registration of the Operator. Before applying to the court the User shall comply with the mandatory pre-court procedure and send to the Operator an appropriate claim in writing. The period of response to the claim is 30 (thirty) working days.
- 5.3. If for one or several reasons one or more provisions of the Privacy Policy will be recognized invalid or unenforceable, it does not affect the validity or applicability of the remaining provisions of the Privacy Policy.
- 5.4. The Operator has the right to change the Privacy Policy (in full or in part) unilaterally at any time without prior agreement with the User. All changes come into force from the moment of its placement on the Site.
- 5.5. The User is obliged to independently follow the changes of the Privacy Policy by familiarizing with the current edition.
- 5.6. All suggestions or questions regarding this Privacy Policy should be communicated by e-mail: hello@ipsm.kz.