**ASSIGNMENT FOR PROCESSING PERSONAL DATA**

Moscow \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2024

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter referred to as the “Principal”, represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acting under \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on the one hand, and

**the Roscongress Foundation**, hereinafter referred to as the “Attorney”, represented by **Assistant Director for IT Dmitry Diorik,** acting under **Power of Attorney No. RK-24/D/86 dated 01.02.2024,** on the other hand,

referred to collectively as the “Parties”, in fulfilment of the requirements of Federal Law No. 152-FZ “On Personal Data” dated 27.07.2006 (hereinafter referred to as 152-FZ), have signed this Assignment for the technical processing of personal data (automated processing) used in the preparation and implementation of Foundation events, as follows:

1. The Attorney hereby undertakes to process personal data (hereinafter referred to as the Assignment) on behalf of the Principal and may engage in the following: collecting, recording, systematizing, accumulating, storing, clarifying (updating, changing), extracting, using, transfering (sharing, accessing), blocking, deleting, and destroying personal data.

1.1. The Attorney shall fulfil the assignment for the purpose of preparing for and carrying out the Assignment concluded between the Parties.

2.  Personal data to be processed shall include surname, name, patronymic, gender, year, month, date and place of birth, citizenship, identity document (series, number, date issued and by whom), electronic copy of identity document (series, number, date issued and by whom), address of actual place of residence and registered address and/or place of stay, telephone number, e-mail address, photograph, and information on place of work/study and position.

3.  Personal data is processed in compliance with Russian legislation, for the purpose of providing accreditation and activating event participant accreditation documents, ensuring compliance with security requirements, accessing event sites, recording PCR test results electronically, creating and managing information resources, providing participants with the necessary information and organizational support during preparation for the events and the events themselves, providing relevant information about event times and locations, organizing and reserving hotel accommodations, organizing transportation for event participants, delivering goods and materials to event venues, providing personalized statistical reporting on event participants, and obtaining visa support to enter the country.

4. Personal data must be processed in good time and before any of the following events:

4.1. Receipt by the Attorney of a written Notice from the Principal of the need to cease processing the personal data.

4.2. Receipt by the Attorney from the Principal of a written Notice from the data subject requesting that the personal data be destroyed or withdrawing consent to the processing of the personal data.

4.3. Upon expiry of the term of this assignment.

4.4. In the event the subject should choose to withdraw consent to the processing of personal data, including that obtained directly by the Attorney.

5. Personal data may not be transferred by the Principal to the Attorney for processing without the consent of the data subject.

5.1. The Principal shall be responsible for independently organizing the receipt and storage of data subject consent to the processing of personal data, including for transfer and subsequent processing by the Attorney.

6. The Principal shall:

6.1. Transfer personal data to the Attorney for processing from the date this Assignment is concluded.

7. The Attorney shall:

7.1. Comply with the principles and rules for processing personal data stipulated in 152-FZ.

7.2. Process personal data in accordance with the purposes defined by the Parties in this assignment.

7.3. Ensure the accuracy, sufficiency and, where necessary, relevance of the personal data as it pertains to the purposes of the processing.

7.4. Store the personal data in a form that allows for identification of the data subject for no longer than required for the purposes of the processing.

7.5. Maintain the confidentiality of the personal data and abide by the requirements stipulated in Articles 18.5 and 18.1 of 152-FZ, ensure the security of the personal data during processing, and comply with the requirements of Article 19 of 152-FZ for the protection of the personal data processed, including the requirement to notify the Principal in the cases, manner, and time stipulated in Article 21.3.1 of 152-FZ.

7.6. In the event unlawful processing of personal data is detected, the unlawful processing shall cease within no more than 3 (three) working days from the date of detection.

7.7. In the event the purpose of processing the personal data has been achieved, the processing shall cease and the personal data destroyed within no more than 30 (thirty) days from the time the purpose of the processing has been achieved.

7.8. In the event the data subject should choose to withdraw consent to the processing of the personal data, processing shall cease, and if the personal data shall no longer be required for processing, it shall be destroyed within a period of no more than 30 (thirty) days from the date consent is withdrawn, of which the Principal shall notify the Attorney within 1 (one) working day.

8. In the event of non-fulfilment or improper fulfilment of their obligations under this Agreement, the Parties shall be held liable in accordance with current Russian legislation.

9. The Principal shall be liable to the data subject for the actions of the Attorney. The Attorney processing personal data on behalf of the Principal shall be liable to the Principal.

10. Pain and suffering to the data subject resulting from a violation of the rights, rules, and requirements governing personal data protection as set forth in 152-FZ shall be compensated in accordance with Russian legislation. Compensation for pain and suffering shall be provided independently of any compensation for damage to property or losses incurred by the data subject.

11. The confidentiality of personal data and requirements for protecting the data processed:

11.1. The Parties obtaining access to personal data as part of this assignment shall undertake not to disclose to third parties or disseminate the data without the prior consent of the data subject.

11.2. When processing personal data, the Parties shall adopt or ensure the adoption of the legal, organizational, and technical measures necessary to prevent the personal data from being unlawfully or accidentally accessed, destroyed, modified, blocked, copied, or shared and shall see that the data is protected from unlawful actions of any kind.

11.3. The security of the personal data shall be achieved by:

- identifying threats to the security of the personal data during processing in information systems;

- applying the organizational and technical measures necessary to ensure the security of the personal data during processing in information systems and to satisfy the requirements for personal data protection established by the Russian Government in No. 1119 “On the Requirements for Protecting Personal Data during Processing in Information Systems” dated 01.11.2012;

- applying the established procedure for assessing the means employed to protect information;

- assessing the effectiveness of the measures taken to ensure the security of personal data before engaging the information system;

- engaging machine-readable personal data carriers;

- detecting unauthorized access to personal data and taking the necessary measures in response;

- recovering personal data modified or destroyed as a result of unauthorized access;

- establishing rules for accessing personal data processed in the information system and ensuring the registration and recording of all actions performed with the data in the information system;

- overseeing the measures taken to ensure the security of the personal data and the level of protection provided in the information systems.

11.4. A personal data protection system capable of neutralizing actual threats shall be employed to ensure the security of personal data during processing.

11.5. The personal data protection system shall include organizational and/or technical measures capable of dealing with current threats to the security of personal data and technologies employed in information systems.

11.6. The Attorney shall be responsible for ensuring the security of the personal data during processing in the information system.

11.7. The Attorney shall select means for protecting the information in the system in accordance with the regulatory law adopted by the Federal Security Service of the Russian Federation and the Federal Service for Technical and Export Control pursuant to Article 19.4 of 152-FZ.

11.8. The Attorney shall be responsible for determining what types of security threats are relevant to the information system while assessing potential harm in accordance with the relevant regulatory law.

11.9. The required level of protection must be provided for personal data during processing in the information systems.

11.10. In the event an unlawful or accidental transfer (sharing, provision of access) of personal data should result in the violation of the rights of data subjects, the Attorney shall be obliged to notify immediately the Attorney authorized to protect the rights of the data subjects or any other interested party as well as the Principal in the cases, manner, and time set forth in Article 21.3.1 of 152-FZ.

12. This assignment shall be subject to termination in the event of:

12.1. The cancellation of the assignment by the Principal.

12.2. A refusal on the part of the Attorney to fulfil the assignment.

12.3. Entry of a court judgement declaring the Principal insolvent (bankrupt) into force.

12.4. Entry of a court judgement declaring the Attorney insolvent (bankrupt) into force.

13. The resolution of any disputes or disagreements that may arise between the Parties during the execution of this assignment shall first be sought through negotiation.

14. Should the Parties fail to reach an agreement, the disputes shall be resolved in court in accordance with the current legislation of the Russian Federation.

15. This Assignment has been drawn up in two copies of equal legal force, one for each of the Parties.

16. This Assignment shall take effect from the date it is signed and shall remain in force until 31 December 2024.

17. All amendments and additions shall be formalized by additional agreements between the Parties in writing and shall be considered an integral part of this assignment.

Signatures of the parties:

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Legal address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mailing address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TIN \_\_\_\_\_\_\_\_\_\_\_\_\_KPP \_\_\_\_\_\_\_\_\_\_\_\_\_  OGRN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_OKPO \_\_\_\_\_\_\_\_\_\_  Bank details:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  BIC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  corr/acc: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  disburse/acc: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Roscongress Foundation  Legal address:  1101, 12 Krasnopresnenskaya Naberezhnaya, Moscow, 123610  Mailing address:  88A, Sredny Prospekt V. O., St. Petersburg 199106  TIN 7706412930 KPP 770301001  OGRN 1077799005426 OKPO 99646931  Bank details:  Bank Saint-Petersburg,  St. Petersburg  BIC 044030790  corr/acc: 30101810900000000790  disburse/acc: 40703810148000002341 |
| General Director     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/  Seal here | Assistant Director for IT    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/D. Diorik  Seal here |