**ASSIGNMENT FOR THE PROCESSING OF PERSONAL DATA**

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| St. Petersburg | “\_\_\_” \_\_\_\_\_\_\_\_ 20\_\_ |

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

**the Roscongress Foundation**, hereinafter referred to as the “Assignee”, represented by **Director of Information Security Vladimir Igorevich Lytkin**, acting under **Power of Attorney** **No. РК-24/Д/157 dated 6 December 2024,** on the other hand,

collectively referred to as the “Parties”, for the purpose of complying with Federal Law No. 152-FZ of 27 July 2006 “On Personal Data” (hereinafter – the “Law No. 152-FZ”), hereby enter into this Assignment for the Processing of Personal Data of **individuals involved in the preparation and conduct of, as well as participating in**, the events organized by the Roscongress Foundation in 2025 (hereinafter – the “Events”), as follows:

1. The Assignee shall perform the processing activities on behalf of the Principal for the purpose of preparing and conducting the Events within the scope of this Assignment.
2. The Assignee undertakes, on behalf and at the instruction of the Principal, to carry out personal data processing activities both with and without the use of automated means, including via information and telecommunication networks. These processing operations include: collection, recording, systematization, accumulation, storage, clarification (updating, modification), retrieval, use, transfer (provision, access), blocking, deletion, and destruction of personal data.
3. The categories of personal data to be processed include: surname, first name, patronymic (if applicable); gender; year, month, date and place of birth; citizenship; identity document details (series, number, issuing authority and date of issue); electronic copy of identity document (series, number, issuing authority and date of issue); actual and registered addresses of residence and/or temporary stay; phone number; email address; photograph; details of place of employment/study and position held; PCR test results.
4. The personal data shall be processed for the purposes of preparing, conducting, and supporting the participation of **individuals** in the Events. These purposes include: submission of registration forms; creation and maintenance of an information resource; informational and organizational support during preparation and implementation of the Events; notification regarding the time and place of the Events; accommodation arrangements, booking of rooms, and transport services; catering provision for individuals involved in the Events; accreditation, issuance and activation of accreditation documents; organization of PCR test appointments; provision of PCR testing services; enforcement of safety, access control, and on-site security; distribution of material assets at Event locations; statistical and individual reporting on Event participants; visa support services.

The Assignee is entitled to engage third parties – subcontractors – to process the personal data of individuals and shall bear full responsibility to the Principal for the actions/inactions of said subcontractors as if they were the Assignee's own, while ensuring such subcontractors undertake corresponding obligations to preserve the confidentiality of personal data:

1. **LLC Event Management Group / Information Technologies** (OGRN 1127847314099, INN 7840471689), registered at the address: 58A, Sverdlovskaya Naberezhnaya, Room 37-N, Office 1, St. Petersburg, 195027, under this Assignment, shall process personal data on behalf of the Assignee for the purpose of:

* *creating and maintaining an information resource:* surname, first name, patronymic (if applicable); gender; year, month, date and place of birth; citizenship; identity document details (series, number, issuing authority and date of issue); electronic copy of identity document (series, number, issuing authority and date of issue); actual and registered addresses of residence and/or temporary stay; phone number; email address; photograph; details of place of employment/study and position held; PCR test results.

1. **LLC Congress** (OGRN 1127847085190, INN 7805578911), registered at the address: 88A, Sredny Prospect V.O., Room 15-N, Office 310, St. Petersburg, 199106, under this Assignment, shall process personal data on behalf of the Assignee for the purpose of:

* *providing informational and organizational support of participants during the preparation and conduct of the Events:* surname, first name, patronymic (if applicable), gender, identity document details (series, number, issuing authority and date of issue), phone number, email address, photograph, details of place of employment/study and position held;
* *issuing material assets at Event venues:* surname, first name, patronymic (if applicable), photograph, employment information.

1. **LLC SOZ** (INN 9703015328, OGRN 1207700280061), registered at the address: 28, Malaya Gruzinskaya Ulitsa, Room 6/14, internal territory of the city, municipal district Presnensky, Moscow, 123557, under this Assignment, shall process personal data on behalf of the Assignee for the purpose of:

* *issuing material assets at Event venues:* surname, first name, patronymic (if applicable), photograph, employment information.

1. **LLC Interregional Contact Centre** (OGRN 1207800093753, INN 7813645880), registered at the address: 88A, Sredny Prospect V.O., Room 38-N, Office 642, St. Petersburg, 199106, under this Assignment, shall process personal data on behalf of the Assignee for the purpose of:

* *informing participants about the dates and venue of the Events*: surname, first name, patronymic (if applicable); gender; year, month, date and place of birth; citizenship; identity document details (series, number, issuing authority and date of issue); actual and registered addresses of residence and/or temporary stay; phone number; email address; photograph; details of place of employment/study and position held;
* *accreditation, issuance, and activation of accreditation documents for Event participants:* surname, first name, patronymic (if applicable); gender; year, month, date and place of birth; citizenship; identity document details (series, number, issuing authority and date of issue); electronic copy of identity document (series, number, issuing authority and date of issue); actual and registered addresses of residence and/or temporary stay; phone number; email address; photograph; details of place of employment/study and position held; PCR test results;
* *ensuring safety requirements, access control, and on-site security at Event locations:* surname, first name, patronymic (if applicable), identity document details (series, number, issuing authority and date of issue), actual and registered addresses of residence and/or temporary stay, phone number, email address, photograph, details of place of employment/study and position held.

1. **LLC RC Service** (OGRN 1197746056584, INN 7703469783), registered at the address: 12, Krasnopresnenskaya Naberezhnaya, Entrance 7, Floor 13, Room I-AZH (Iаж), Office 86, Moscow, 123610, under this Assignment, shall process personal data on behalf of the Assignee for the purpose of:

* *accommodation arrangements, booking of rooms, and transport services* *for Event participants:* surname, first name, patronymic (if applicable), phone number, email address.

1. **JSC RC Event Management (RC Upravlenie sobytiyami)** (OGRN 1197847183104, INN 7801671388), registered at the address: 48/2A, Maly Prospect V.O., Room 11-N, Office 15, St. Petersburg, 199178, under this Assignment, shall process personal data on behalf of the Assignee for the purpose of:

* *organizing PCR test appointments*: surname, first name, patronymic (if applicable), employment information.

1. **LLC RC Avangard** (OGRN 1227800090044, INN 7801714480), registered at the address: 88A, Sredny Prospect V.O., Room 39-N, Office 3, St. Petersburg, 199106, under this Assignment, shall process personal data on behalf of the Assignee for the purpose of:

* *accreditation, issuance, and activation of accreditation documents for Event participants:* surname, first name, patronymic (if applicable); gender; year, month, date and place of birth; citizenship; identity document details (series, number, issuing authority and date of issue); electronic copy of identity document (series, number, issuing authority and date of issue); actual and registered addresses of residence and/or temporary stay; phone number; email address; photograph; details of place of employment/study and position held; PCR test results.

1. **Federal State Budgetary Institution of Healthcare “Federal Hygienic and Epidemiological Centre” of the Federal Service for Surveillance on Consumer Rights Protection and Human Wellbeing** (OGRN 1037700255999, INN 7726008570), registered at the address: 19A, Varshavskoe Shosse, Moscow, 117105, under this Assignment, shall process personal data on behalf of the Assignee for the purpose of:

* *provision of medical services related to PCR testing for individuals involved in and participating in the Events:* surname, first name, patronymic (if applicable); gender; year, month, date of birth; identity document details (series, number, issuing authority and date of issue); actual and registered addresses of residence and/or temporary stay; phone number; email address; photograph; details of place of employment/study and position held.

1. **LLC Security Company “Congress Security” (OP Congress Bezopasnost)** (OGRN 1127847170483, INN 7842472166), registered at the address: 21A, Naberezhnaya Leytenanta Shmidta, Room 9-N, St. Petersburg, 199034, under this Assignment, shall process personal data on behalf of the Assignee for the purpose of:

* *ensuring safety requirements, access control, and on-site security at Event locations:* surname, first name, patronymic (if applicable), identity document details (series, number, issuing authority and date of issue), actual and registered addresses of residence and/or temporary stay, phone number, email address, photograph, details of place of employment/study and position held.

1. **LLC RC Catering (**INN 9703011010, OGRN 1207700112366), registered at the address: 12, Krasnopresnenskaya Naberezhnaya, Entrance 7, Offices 2G, 2D (2г, 2д), Moscow, 123610, under this Assignment, shall process personal data on behalf of the Assignee for the purpose of:

* *provision of meals to individuals involved in the preparation and conduct of Events*: surname, first name, patronymic (if applicable), employment information, contact information (email address, phone number).

1. **The Event Organizer** (company details available on the official Event website roscongress.org), under this Assignment, shall process personal data for the purpose of:

* *provision of statistical and personalized reports on Event participants*: surname, first name, patronymic (if applicable), phone number, email address, employment and position held.

1. The processing of personal data must be completed by the occurrence of one of the following events, depending on which occurs first:
2. Receipt by the Assignee from the Principal of a written Notification regarding the need to cease the processing of personal data.
3. Receipt by the Assignee from the Principal of a written Notification confirming the data subject's request for the destruction of personal data or the withdrawal of consent for the processing of personal data.
4. Upon the expiration of the term of this Assignment.
5. In the event of the data subject withdrawing consent for the processing of their personal data, including consent given directly to the Assignee.
6. The transfer of personal data by the Principal for processing by the Assignee and any third parties engaged by the Assignee as subcontractors, specified in paragraph 4 of this Assignment, shall be carried out with the consent of the data subject.
7. The Principal shall independently arrange the obtaining and storage of the data subjects' consents for the processing of personal data, including the transfer and subsequent processing by the Assignee and the engaged third parties specified in paragraph 4 of this Assignment
8. The Principal shall:
9. From the date of signing this Assignment, transfer personal data to the Assignee for processing in ways that do not contradict the legislation of the Russian Federation, including by independently entering the personal data into the personal data information system of the Event.
10. Maintain the confidentiality of the authentication data (login and password) provided by the Assignee to the Principal for access to the personal data information system of the Event.
11. The Assignee shall:
12. Comply with the principles and rules for the processing of personal data as provided in Federal Law No. 152-FZ.
13. Process personal data in accordance with the purposes specified by the Parties in this Assignment.
14. Ensure the accuracy, sufficiency, and, where necessary, the relevance of personal data in relation to the purposes of processing.
15. Retain personal data in a form that allows identification of the data subject for no longer than is required by the purposes of the processing.
16. Maintain the confidentiality of personal data, as well as comply with the requirements set out in Part 5 of Article 18 and Article 18.1 of Federal Law No. 152-FZ, providing information that confirms the adoption of measures and compliance with the requirements set out in this Assignment in accordance with Article 6 of Federal Law No. 152-FZ, ensuring the security of personal data during processing, and comply with the requirements for the protection of processed personal data in accordance with Article 19 of Federal Law No. 152-FZ, including the obligation to notify the Principal in cases, procedures, and timeframes specified in Part 3.1 of Article 21 of Federal Law No. 152-FZ.
17. In the event of the unlawful processing of personal data, cease such processing within no more than 3 (three) working days from the date of detection.
18. Once the purpose of processing personal data has been achieved, cease the processing of personal data and destroy the data within no more than 30 (thirty) days from the date the purpose was achieved.
19. In the event that the data subject withdraws consent for the processing of their personal data, cease such processing, and if the retention of personal data is no longer required for the purposes of processing, destroy the personal data within no more than 30 (thirty) days from the date the withdrawal is received. The Principal must notify the Assignee of the receipt of such withdrawal within 1 (one) working day.
20. In the event of non-fulfilment or improper fulfilment of their obligations under this agreement, the Parties shall be liable in accordance with the current legislation of the Russian Federation.
21. Responsibility for the actions of the Assignee before the data subject lies with the Principal. The Assignee, processing personal data on behalf of the Principal, shall be responsible to the Principal.
22. Moral harm caused to the data subject due to the violation of their rights, the breach of personal data processing rules, as well as the requirements for the protection of personal data established by Federal Law No. 152-FZ, shall be compensated in accordance with the legislation of the Russian Federation. Compensation for moral harm is independent of the compensation for material harm and losses incurred by the data subject.
23. Confidentiality:
24. The Parties undertake to maintain confidentiality regarding any information that comes to their knowledge during the execution of this Assignment.
25. The Parties who have access to personal data under this Assignment shall not disclose it to third parties, except for the third-party subcontractors of the Assignee specified in paragraph 4 of this Assignment, and shall not distribute personal data without the consent of the data subject.
26. The Parties, in processing personal data, must take necessary legal, organizational, and technical measures, or ensure their adoption, to protect personal data from unlawful or accidental access, destruction, alteration, blocking, copying, provision, dissemination, or any other unlawful actions in relation to the personal data.
27. The Assignee shall ensure the security of personal data during processing in the information system.
28. The Assignee shall select methods of information protection for the personal data protection system in accordance with the regulatory legal acts adopted by the Federal Security Service of the Russian Federation and the Federal Service for Technical and Export Control in fulfilment of Part 4 of Article 19 of Federal Law No. 152-FZ.
29. This Assignment shall be terminated in the following cases:
30. The cancellation of the Assignment by the Principal.
31. The refusal by the Assignee to execute the Assignment.
32. The entry into force of a court decision recognizing the Principal as insolvent (bankrupt).
33. The entry into force of a court decision recognizing the Assignee as insolvent (bankrupt).
34. In accordance with Clause 2 of Article 160 of the Civil Code of the Russian Federation, the Parties agree that facsimile signatures, whether produced by mechanical means, other means of reproduction, or any other analogue of a handwritten signature, shall be deemed valid for the purposes of this Assignment.
35. Any disputes or disagreements arising between the Parties in connection with the execution of this Assignment will, where possible, be resolved through negotiations.
36. If no agreement is reached through negotiations, disputes shall be settled in court in accordance with the legislation of the Russian Federation.
37. This Assignment is executed in two copies, each having equal legal force, with one copy for each Party.
38. This Assignment enters into force on the date of its signing by the Parties and remains in effect until 31 January 2026.
39. Any amendments, modifications, or additions to this Assignment shall be made in writing through supplementary agreements between the Parties, which shall form an integral part of this Assignment.

**Signatures of the Parties:**

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| General Director  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/  Corporate Seal (if applicable) | Director of Information Security  \_\_\_\_\_\_\_\_\_\_\_\_\_/Vladimir Igorevich Lytkin/  Corporate Seal (if applicable) |