**INSTRUCTION TO PROCESS PERSONAL DATA**

**(hereinafter referred to as the Instruction)**

1. **GENERAL PROVISIONS.**
   1. One Party, being the Personal Data Operator according to the Federal Law of the Russian Federation dated 27.07.2006 No. 152-FZ "On Personal Data" (hereinafter referred to as the Law), entrusts the other Party (hereinafter referred to as the Receiving Party) to process personal data.
   2. The Receiving Party is the person processing personal data on behalf of the Personal Data Operator.
   3. Processing of personal data on behalf of the Personal Data Operator is performed by the Receiving Party for the purpose of proper fulfilment of the Agreement. Before entrusting the processing of personal data, the Personal Data Operator shall obtain consent from the personal data subjects to process and transfer their personal data to a third party (Receiving Party).
   4. The Receiving Party, processing personal data on behalf of the Personal Data Operator, may perform the following actions (operations) with them, performed with or without the use of means of automation: collection, recording, systematisation, accumulation, storage, clarification (updating, modification), extraction, use, transfer (provision, access), depersonalisation, blocking, deletion, destruction.
   5. The list of personal data is separately determined by the terms of the Agreement or, if the Personal Data Operator is SIBUR, on SIBUR's public website: <http://www.sibur.ru/ru/about/personal-data/>
2. **MEASURES TO COMPLY WITH THE REQUIREMENTS OF THE LEGISLATION OF THE RUSSIAN FEDERATION ON PERSONAL DATA.**

2.1. When processing personal data on behalf of the Personal Data Operator, the Receiving Party shall:

2.1.1. adhere to the principles enshrined in Article 5 of the Law, respect the confidentiality of personal data, ensure their security;

2.1.2. take all necessary and sufficient measures to ensure the requirements stipulated by the Law, other legislation of the Russian Federation in the field of personal data, as well as local acts of the Receiving Party. Such measures include, but are not limited to:

1. appointment of the person responsible for the organisation of personal data processing;
2. issuing documents defining the policy on personal data processing, local acts on personal data processing, as well as local acts establishing procedures aimed at preventing and detecting violations of the Russian Federation legislation in the field of personal data, eliminating the consequences of such violations;
3. internal control and (or) audit of compliance of personal data processing with the Law and legislation of the Russian Federation in the field of personal data, personal data protection requirements, personal data processing policy, local acts;
4. assessment of the harm that may be caused to personal data subjects in case of violation of the legislation of the Russian Federation in relation to personal data protection, the correlation between the said harm and the measures taken to ensure the fulfilment of the obligations stipulated by the Law and the legislation of the Russian Federation in the field of personal data;
5. familiarisation of employees directly involved in personal data processing with the provisions of the Russian Federation legislation on personal data, including personal data protection requirements, documents defining the policy on personal data processing, local acts on personal data processing, and (or) training of the said employees.

2.1.3. take organisational and technical measures to protect personal data from unlawful or accidental access to them, destruction, modification, blocking, copying, dissemination of personal data, as well as from other unlawful actions against personal data, in particular:

1. identify threats to the security of personal data during their processing in personal data information systems;
2. apply organisational and technical measures to ensure the security of personal data during their processing in personal data information systems, necessary to meet the requirements to personal data protection, the execution of which ensures the levels of personal data protection established by the Government of the Russian Federation;
3. use information protection means that have passed the conformity assessment procedure in accordance with the established procedure;
4. assess the effectiveness of the measures taken to ensure personal data security before putting into operation of the personal data information system;
5. keep records of machine-readable personal data carriers;
6. take measures to detect possible unauthorised access to personal data and prevent such access;
7. ensure the recovery of personal data modified or destroyed due to unauthorised access to it;
8. establish rules of access to personal data processed in the personal data information system, as well as ensure registration and record keeping of all actions performed with personal data in the personal data information system;
9. control the measures taken to ensure personal data security and the level of security of personal data information systems where personal data assigned for processing are processed.

2.1.4. ensure recording, systematisation, accumulation, storage, clarification (update, change), retrieval of personal data of citizens of the Russian Federation using databases located in the territory of the Russian Federation.

2.2. At the request of the Personal Data Operator, the Receiving Party, including prior to the processing of personal data, shall be obliged to provide documents and other information confirming the taking of measures and compliance with the requirements stipulated by this Instruction, the Law and personal data legislation.

2.3. In case the Receiving Party establishes the fact of unlawful processing of personal data, which resulted in violation of the rights of personal data subjects, the Receiving Party is obliged to notify the Personal Data Operator within 24 hours from the moment of detection of such incident.

1. **TERMINATION OF PERSONAL DATA PROCESSING.**

Personal data shall cease to be processed by the Receiving Party and shall be destroyed in the event of:

1. termination of the activity of one of the Parties;
2. expiry of the period of personal data processing;
3. request of the personal data subject for destruction of his/her personal data (in accordance with legal requirements);
4. request of the Personal Data Operator to destroy the personal data of the personal data subject;
5. upon achievement of the purposes of personal data processing and upon termination of this Agreement.