



DATA PROTECTION **GUIDELINES**

1. GENERAL TERMS

The policy for the processing of personal data (hereinafter - the Policy) is developed in accordance with the Federal Law No 152-ФЗ "On personal data" of 07.27.2006 (hereinafter — Federal Law-152).

This Policy defines the procedure for processing personal data and measures to ensure the security of personal data in the Krasnoyarsk Dmitry Hvorostovsky Foundation for Promotion of Arts (hereinafter — the Operator) in order to protect the rights of a user of the **www.hvorostovskyfestival.com** website during the processing personal data.

The Policy contains information subject to disclosure in accordance with Part 7 of Art. 14 of the Federal Law "On Personal Data". It is a public document.

2. INFORMATION ABOUT THE OPERATOR

The Krasnoyarsk Dmitry Hvorostovsky Foundation for Promotion of Arts
Registered office: 660017, Krasnoyarsk Region, Krasnoyarsk, 114 Karl Marx Street
Current address: 660017, Krasnoyarsk Region, Krasnoyarsk, 96 Karl Marx Street
Competition Email: **competition@hvorostovskyfestival.com**

3. GENERAL DEFINITIONS OF THE DOCUMENT

- **automated processing of personal data** — processing of personal data using computer technology;
- **blocking of personal data** — temporary cessation of processing of personal data (unless the processing is necessary to clarify personal data);
- **personal data information system** — a set of personal data contained in databases, and ensuring their processing of information technologies and technical means;
- **processing of personal data** — any action (operation) with personal data or set of actions (operations) performed using automation tools or without using such tools, including collection, recording, systematization, accumulation, storage, clarification (updating, changing), retrieval, use, transfer (distribution, provision, access), depersonalization, blocking, deletion, destruction of personal data;
- **operator** — a state body, municipal structure, legal or natural person, independently or jointly with other persons, organizing and (or) processing personal data, as well as determining the purposes of processing personal data, personal details to be processed, actions (operations) committed with personal data;
- **personal data** - any information relating directly or indirectly to a specific or determinable natural person (subject of personal data);
- **confidentiality of personal data** — a requirement for the operator or other person who has gained access to personal data to comply with the requirement not to allow their dissemination without the consent of the subject of personal data or the presence of any other legal basis.
- **providing personal data** — actions aimed at the disclosure of personal data to a specific person or a certain circle of persons;
- **dissemination of personal data** — actions aimed at disclosing personal data to an indefinite number of persons (transfer of personal data) or acquainting with personal data of an unlimited number of persons, including disclosing personal data in the media, posting in networks or providing access to personal data in any other way;
- **destruction of personal data** — actions, as a result of which it is impossible to restore the content of personal data in the personal data information system; or when the physical media on which personal data are stored is destroyed.

4. THE LIST OF PERSONAL DATA FOR THE PROCESSING REQUIRED THE CONSENT OF THE SUBJECT OF PERSONAL DATA

The operator collects the following users' data:

- Full Name
- Date of Birth
- Place of Birth
- Place of work, position
- Education, profession
- Email address
- Contact phone number or information about other communication methods;
- Address of residence (address of registration, actual residence)
- Type, number of identification document, name of the authority issuing it, date of issue
- Gender

- Citizenship information
- Details of the state pension insurance certificate
- Tax identification number
- Photo
- Employment history
- Credentials
- Bank account number and bank card number

The personal data of the Competitions contestants are collected and processed in order to determine the compliance of the contestants with the requirements and regulations of the Competition, the possibility of communication with the contestants during the examination, updating the data, identifying and rewarding the winners.

The personal data of experts and volunteers is collected and processed in order to ensure the possibility of communication and rewarding.

5. THE PURPOSE OF THE PROCESSING OF PERSONAL DATA

Information about the contestants of the Dmitri Hvorostovsky Competition 2020, which takes place as a part of the Dmitri Hvorostovsky Festival, every two years on even years in the city of Krasnoyarsk.

- If contestants are proper age according the requirements of the Competition.
- Communication with the Competition contestants via e-mail, phone, and, if necessary, by paper correspondence to the home address.
- Determining the winners of the Competition, publishing lists of winners and nominees publicly available.
- Issue of registered award documents to the Competition contestants.
- Providing personal data of contestants to partners for rewarding in partner nominations.
- Providing information about the contestants of the Competition for accommodation in hotels for the period of the Competition.
- Providing information about the contestants to the representative office of the Ministry of Foreign Affairs in Krasnoyarsk to provide visa support to foreign contestants residing in countries with a visa regime with the Russian Federation.
- Use in the mailing list of notifications to the contestant about the acceptance of the application, about making the registration fee, about the results of passing all the rounds of the Competition, about the events held within the framework of this Competition.
- Use in the newsletter of informational messages from the Competition Organizers related to participation in this Competition, new publications on the site, and other project news.
- For broadcasting all rounds of the Competition, except the qualifying one, on the air, and for viewing on the Internet.
- For the printing of booklets with information about the contestants of the Competition.
- To pay fees to the winners and prize-winners of the Competition.
- To pay compensation to the contestants of the Competition.
- To submit reports (tax and accounting) to regulatory bodies to other organizations.

6. PRINCIPLES AND CONDITIONS FOR THE PROCESSING OF PERSONAL DATA

6.1. Principles for the processing of personal data

The processing of personal data by the Operator is based on the following principles:

- legality and fair basis;
- restrictions on the processing of personal data by achieving specific, predetermined and legitimate goals;
- preventing personal data processing incompatible with the purposes of collecting personal data;
- preventing the unification of databases containing personal data, the processing of which is carried out for purposes incompatible with each other;
- processing only those personal data that meet the purposes of their processing;
- compliance of the content and volume of processed personal data with the stated processing goals;
- preventing the processing of personal data that is excessive in relation to the stated purposes of their processing; personal data;
- ensuring the accuracy, sufficiency and relevance of personal data in relation to the purposes of processing
- destruction or depersonalization of personal data upon achievement of the purposes of their processing or in case of loss of necessity to achieve these goals, if it is impossible to eliminate the committed violations of personal data by the Operator, unless otherwise provided federal law.

6.2. Conditions for the processing of personal data

The operator processes personal data in the presence of at least one of the following conditions:

- the processing of personal data is carried out with the consent of the subject of personal data to the processing;
- the processing of personal data is necessary to achieve the goals stipulated by the international treaty of the Russian Federation or the law, to implement and fulfill the functions, powers and obligations assigned to the operator by the legislation of the Russian Federation;
- the processing of personal data is necessary for the administration of justice, the execution of a judicial act, an act of another body or official, subject to execution in accordance with the legislation of the Russian Federation on enforcement proceedings;
- the processing of personal data is necessary for the execution of an agreement to which either the beneficiary or guarantor is a personal data subject, as well as for the conclusion of an agreement on the initiative of a personal data subject or an agreement in which the personal data subject will be a beneficiary or guarantor;
- the processing of personal data is necessary to exercise the rights and legitimate interests of the operator or third parties or to achieve socially significant goals, provided that this does not violate the rights and freedoms of the subject of personal data;
- the processing of personal data is carried out, access to an unlimited number of persons to which is provided by the subject of personal data or at a request of the subject (hereinafter — publicly available personal data);
- the processing of personal data is carried out, which is to publication or mandatory disclosure in accordance with federal law.

7. CONFIDENTIALITY OF PERSONAL DATA

The operator and other persons who have gained access to personal data are required not to disclose to third parties and not to distribute personal data without the consent of the subject of personal data, unless otherwise provided by federal law.

8. PUBLIC SOURCES OF PERSONAL DATA

In order to provide information support, the Operator may create publicly accessible sources of personal data of personal data subjects. Public sources of personal data with the written consent of the subject of personal data may include last name, first name, middle name, date and place of birth, position and other personal data communicated by the subject of personal data.

Information about the subject of personal data should be excluded from public sources of personal data at any time at the request of the subject of personal data, the authorized body for the protection of the rights of subjects of personal data or by decision of the court.

9. INSTRUCTION OF PROCESSING PERSONAL DATA TO ANOTHER PERSON

The operator has the right to entrust the processing of personal data to another person with the consent of the subject of personal data, unless otherwise provided by federal law, on the basis of an agreement concluded with this person. A person who processes personal data on behalf of the Operator is required to comply with the principles and rules for the processing of personal data provided for in Federal Law-152 and this Policy.

10. RIGHTS OF THE SUBJECT OF PERSONAL DATA

10.1. Consent of the personal data subject to the processing of personal data

The personal data subject decides to provide personal data and agrees to its processing freely, by their will and in their interest. Consent to the processing of personal data may be given by the subject of personal data or a representative in any form allowing confirming the fact of its receipt, unless otherwise provided by federal law.

10.2. Rights of the subject of personal data

The personal data subject has the right to receive information from the Operator regarding the processing of their personal data, if such a right is not limited in accordance with federal laws. The personal data subject has the right to require the Operator to clarify the personal data, to block or destroy it if the personal data is incomplete, outdated, inaccurate, illegally obtained or not necessary for the stated processing purpose, as well as take measures prescribed by law to protect their rights.

The processing of personal data in order to promote goods, works, services on the market through direct contacts with the subject of personal data (potential consumers) using the means of communication, as well as for political campaigning, is allowed only with the prior consent of the subject of personal data.

The operator is obliged to immediately stop at the request of the subject of personal data the processing of the personal data for the above purposes. It is forbidden to make decisions on the basis of exclusively automated processing of personal data that give rise to legal consequences in relation to the subject of personal data or otherwise affect rights and legitimate interests, with the exception of cases provided for by federal laws, or with the written consent of the subject of personal data.

If the subject of personal data considers that the Operator is processing their personal data in violation of the requirements of Federal Law-152 or otherwise violates rights and freedoms, the subject of personal data has the right to appeal the actions or omissions of the Operator to the authorized body for the protection of the rights of subjects of personal data or in court.

The personal data subject has the right to protect their rights and legitimate interests, including compensation for losses and (or) compensation for moral damage.

11. ENSURING THE SECURITY OF PERSONAL DATA

The security of personal data processed by the Operator is ensured by the implementation of legal, organizational and technical measures necessary to ensure the requirements federal legislation in the field of personal data protection.

To prevent unauthorized access to personal data, the following organizational and technical measures are applied by the Operator:

- appointment of officials responsible for organizing the processing and protection of personal data;
- 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;
- organization of accounting, storage and circulation of media containing information with personal data;
- identification of threats to the security of personal data during their processing, the formation of threat models on their basis;
- development of a personal data protection system based on the threat model;
- verification of the readiness and effectiveness of the use of information security tools;
- differentiation of user access to information resources and software and hardware information processing;
- registration and accounting of actions of users of personal data information systems;
- the use of anti-virus and recovery tools for the protection of personal data;
- the use, if necessary, of firewalls, intrusion detection, security analysis and cryptographic information protection tools;

12. FINAL PROVISIONS

Other rights and obligations of the Operator in connection with the processing of personal data are determined by the legislation of the Russian Federation in the field of personal data.

If necessary, the request of the subject of personal data to stop processing the personal data and to delete it, the subject should send to the official e-mail address of the Competition **competition@hvorostovskiyfestival.com**.