

Privacy Policy

of YOUR LAWYER Limited Liability Company

Terms and Definitions

Personal Data means any information related to an individual who is or is being defined directly or indirectly personal data subject;

Personal Data Processing means any action (operation) or a series of actions (operations) performed using automation facilities or without any regarding personal data including collection, record, arrangement, accumulation, storage, correction (upgrading, change), extraction, use, transfer (dissemination, provision, access to), anonymization, blocking, deletion, destruction of personal data.

Operator means YOUR LAWYER Limited Liability Company.

User means an individual including an attorney/lawyer/student/auditor/accountant who is registered at the official website of YOUR LAWYER Limited Liability Company www.your-lawyer.net (the “Website”) or with Your Lawyer application.

Application means an information analytics service designed for the search of lawyers and legal practices of the required competency, skills and experience, or legal services, auditors and accountants, and for the obtaining of information thereon.

Other terms used in this Policy shall be interpreted as defined by the applicable laws of the Russian Federation.

1. General

1.1. This Privacy Policy (the “Policy”) is elaborated and applied in YOUR LAWYER LLC in compliance with Federal Law On Personal Data, No. 152-FZ dated July 27, 2006, (the “Federal Law on Personal Data”) and defines the general conditions for processing of personal data of the users who gave their personal data via website www.your-lawyer.net or Your Lawyer application, and provides the manner of Russian legislation violation prevention.

1.2. The Users’ personal data are processed for the Users to use the Website and Application, for connection with the Operator’s Call Center, for Website and Application use support, marketing and advertising mailing, Website and Application improvement, Website and Application feedback.

1.3. The Operator collects and processes no user personal data related to the Users’ attorney-client privilege. The Users provide such data only and directly to the lawyers who are obliged to keep confidentiality under the applicable laws of the Russian Federation.

1.4. In case of using the Website, the Users give personal data processing consent to the Operator by accepting the conditions of the consent available at www.your-lawyer.net or in Your Lawyer application.

1.5. The use of Your Lawyer Website and/or Application constitutes the User's unconditional consent with this Policy and personal data processing conditions hereof. In case of disagreement with these conditions, the User has no right to use Your Lawyer Website and/or Application for registration.

1.6. Registration at www.your-lawyer.net or in Your Lawyer application is deemed to be acknowledgement of the Privacy Policy and approval of personal data processing.

1.7. The personal data received upon registration on the website is stored and processed by YOUR LAWYER LLC in compliance with the requirements of the Federal Law On Personal Data and regulations of the Federal Service for Technical and Export Control of the Russian Federation and the Federal Security Service of the Russian Federation.

1.8. When placing texts of the judicial acts adopted by courts of the Russian Federation in the user account, the lawyer/attorney/student/auditor/accountant deletes personal data of the trial participants from such judicial acts. Initials and other designations which prevent from identifying the participants are used in replacement of the deleted personal data. The lawyer/attorney/student/auditor/accountant is liable for violation of the laws regarding personal data and disclosure of attorney-client privilege and or confidential information including trade secrets as provided by the laws of the Russian Federation.

2. The User's personal data being processed by the Operator.

2.1. This Policy only covers the information provided by the User when registered on the Website or in the Application or when using the Website and/or Application.

2.2. The Operator verifies no information containing the personal data and provided by the User with the exception of the attorneyship when a lawyer registers on the website or in the application. However YOUR LAWYER LLC proceeds on the basis that the User provides true and complete information containing his/her personal data and upgrades it.

2.3. The Operator processes the following personal data of the User - Lawyer/Attorney/Student/Auditor/Accountant - who confirms that he/she is a personal owner of such data:

last name and/or first name and/or patronymic;

lawyer's register number;

details of the lawyer's ID;

position, name of the company;

gender;

city/town, country;

telephone number;

email;

ordered services;

login;

details of payment cards;

photo;

other personal data specified in the forms or files attached to the forms.

3. User Personal Data collection, storage and use

3.1. The Operator collects and stores user personal data using electronic databases.

3.2. The User is informed and agrees that the Operator ensures collection, record, arrangement, accumulation, storage, correction (upgrade and change), extraction, use, transfer (provision of access to), anonymization, blocking, deletion, destruction of personal data when collecting it.

4. Personal Data transfer

4.1. The Operator only transfers user personal data for the purpose as provided by the consent to personal data processing including without any limitation to legal practices or lawyers or Call Center specialists.

4.2. The Operator undertakes to warn any person to which user personal data is transferred that such data may only be used for the purposes the data is provided. Any person which receives the User's personal data is obliged to keep it strictly confidential. This provision covers no cases of exchanging user personal data as provided by the laws of the Russian Federation.

5. Cross-border transfer of Personal Data

5.1. The Operator undertakes to transfer no user personal data to the countries which fail to provide an appropriate protection of personal data unless the User gave a written consent to such transfer.

5.2. Cross-border transfer of user personal data to the countries which provides an appropriate protection of personal data is only performed in compliance with Clause 3.2 hereof.

6. Users' rights regarding their personal data

6.1. To protect the personal data stored by the Operator, the following rights are granted to the Users:

to receive complete information on their personal data and its processing as requested;

to have free access to their personal data except as otherwise required by applicable laws of the Russian Federation;

to demand deletion or correction of the wrong or outdated personal data and the data which is being processed with violation of the laws of the Russian Federation.

6.2. If the Operator refuses to delete or correct the User's personal data, the User is entitled to send his/her reasonable written disagreement with such refusal to the Operator.

7. Personal Data protection

7.1. To protect personal data from illegal or accidental access, destruction, change, blocking, copying, provision, dissemination and other illegal actions related to the personal data, the Operator takes appropriate legal, organizational and technical measures.

7.2. Legal measures are as follows:

to accept this Policy and publish it on the Website and in the Application;

to get consent to personal data processing;

to respond to the Users' requests regarding personal data processing;

to hold liable those who is guilty in violation of the personal data processing rules provided by the laws of the Russian Federation and this Policy.

7.3. Organizational measures are as follows:

to define a procedure of personal data storage in information systems, and a personal data access procedure;

to monitor and analyze regularly the requirements of the legislation and up-to date techniques of personal data processing to make proper and duly changes of the legal, organizational and technical measures taken by the Operator to improve methods and ways of personal data processing, storage and protection.

7.4. Technical measures are as follows:

the actual access to electronic documents and tangible media bearing personal data is only restricted to a number of the Operator's employees who are responsible for personal data processing;

tangible media bearing personal data are stored in the way excluding third parties' access in compliance with the legislation;

identification and authentication of access subjects and access objects;

access control of access subjects to access objects;

registration of security events;

control (analysis) of personal data security;

virtualization environment protection;

information system security, security of its tools, communications system and data transfer;

control of information system configuration and personal data security system configuration.

8. Personal Data processing control

8.1. The internal control of observance of the Russian laws and this Policy by the Operator's employees is to check fulfillment of the provided requirements and assess feasibility, appropriateness and efficiency of the measures taken. A functional unit or an employee who is responsible for personal data security may carry out such control.

8.2. The audit of personal data processing compliance with the laws of the Russian Federation and this Policy may be performed by a third party which has an appropriate qualification on a contractual basis.

8.3. Following the internal control and (or) audit, the Operator assesses the harmful consequences which may be caused to the user personal data, and compliance of the measures taken with the found threats. If required, the Operator takes additional measures to protect personal data and changes this Policy respectively.

9. Responsibility for violation of regulations of user personal data processing and protection

9.1. Those responsible for violation of personal data obtaining, processing and protection regulations are subject to disciplinary, administrative, civil and criminal penalties under the applicable laws.

9.2. Any non-pecuniary damage caused to the User due to violation of his/her rights, violation of personal data processing rules, and failure to observe personal data protection requirements provided by Federal Law on Personal Data No. 152-FZ dated July 27, 2006, is subject to reimbursement under the laws of the Russian Federation. The non-pecuniary damage is reimbursed regardless compensation for property damage and losses suffered by the User.

9.3. Following the internal control and (or) audit, the Operator assesses the harmful consequences which may be caused to the user personal data, and compliance of the measures taken with the found threats. If required, the Operator takes additional measures to protect personal data and changes this Policy respectively without any obligation to notify each User.

9.4. The Operator is entitled to change this Policy by publishing a revised text of the Policy on the Website and in the Application.

9.5. The User and Lawyer/Attorney/Student/Auditor/Accountant are obliged to read the revised Policy on their own.

Any questions and written applications of the Users may be sent at info@your-lawyer.net