**PRIVACY POLICY**

**(POLICY FOR PROCESSING PERSONAL DATA** [**GIVEN LIVING TREE.ru**](https://living-tree.ru/) **BY USING THE SITE)**

Moscow  
May 20, 2024

This Privacy Policy (hereinafter - "Privacy Policy") applies to all information that the administrator of the Living Tree.ru website, (hereinafter - "Site Administrator") can obtain about the user during his use of the site, including all its programs and products.

**1. DEFINITION OF TERMS**

1.1 The following terms are used in this Privacy Policy:

1.1.1. "Website Administrator" (hereinafter referred to as "Administrator")" - persons authorized by the website owner who organize and (or) carry out the processing of personal data, as well as determine the purposes of personal data processing, the composition of personal data subject to processing, actions (operations) performed with personal data

1.1.2 "Personal Data" - any information relating to a directly or indirectly defined or identifiable natural person (subject of personal data).

1.1.3 "Processing of personal data" means any action (operation) or set of actions (operations) performed with or without the use of automation means with personal data, including collection, recording, systematization, accumulation, storage, clarification (update, change), extraction, use, transfer (distribution, provision, access), depersonalization, blocking, deletion, destruction of personal data.

1.1.4. "Confidentiality of personal data" - a requirement binding on the operator or other person who has access to personal data not to allow their dissemination without the consent of the subject of personal data or other legal basis.

1.1.5. "Site User" (hereinafter - "User")" - a person registered by the Administrator and having access to the site.

**2. GENERAL PROVISIONS**

2.1 The User's use of the website means that he/she agrees with this Privacy Policy and the terms of processing the User's personal data.

2.2 In case of disagreement with the terms of the Privacy Policy, the User must stop using the site.

2.3 This Privacy Policy applies only to this site. The Administrator does not control and is not responsible for third party websites, to which the User can go through the links available on the site.

2.4 The Administrator does not verify the accuracy of personal data provided by the User.

**3. SUBJECT MATTER OF THE PRIVACY POLICY**

3.1 This Privacy Policy establishes the Administrator's obligations on non-disclosure and confidentiality protection of personal data, which the User provides when registering in the mobile application, as well as at the request of the Administrator.

3.2 The personal data allowed to be processed within the framework of this Privacy Policy is provided by the User by filling in the registration form in a special window of the site and includes the following information:

* 3.2.1. surname, first name, patronymic of the User;
* 3.2.2. contact phone number of the User;
* 3.2.3. the User's electronic mail (e-mail) address;

**4. PURPOSES OF COLLECTING USER'S PERSONAL INFORMATION**

4.1 The Administrator may use the User's personal data for the following purposes.

4.1.1 Identification of the User registered on the website.

4.1.2 Providing the User with access to information about the status of his order (purchase) of goods.

4.1.3 Establishing feedback with the User, including sending notifications, inquiries regarding the use of the site, processing requests and applications from the User.

4.1.4 Determination of the User's location for security, fraud prevention.

4.1.5 Confirmation of the accuracy and completeness of personal data provided by the User.

4.1.6. creating a User account to perform actions related to the operation of the website.

4.1.7 Notifying the User of events related to the operation of the website.

4.1.8. providing the User with effective customer and technical support in case of problems related to the use of the site.

4.1.9. Providing the User with his/her consent, special offers, newsletters and other information.

4.1.10. Providing access to the site to the User.

4.1.11. Storing this data on electronic media.

**5. METHODS AND TERM OF PERSONAL INFORMATION PROCESSING**

5.1 Processing of the User's personal data shall be carried out without time limit, by any lawful means, including in personal data information systems with or without the use of automation tools.

5.2 The User agrees that the Administrator has the right to transfer personal data to third parties, in particular, trade organizations solely for the purpose of identification of the User in the case of providing personalized services to the User, directly or indirectly requested by him on the site.

5.3 The User's Personal Data may be transferred to authorized state authorities of the Russian Federation only on the grounds and in accordance with the procedure established by the legislation of the Russian Federation.

5.4 In case of loss or disclosure of personal data, the Administrator informs the User about the loss or disclosure of personal data.

5.5 The Administrator takes the necessary organizational and technical measures to protect the User's personal information from illegal or accidental access, destruction, modification, blocking, copying, distribution, as well as from other illegal actions of third parties.

5.6 The site administrator together with the User shall take all necessary measures to prevent losses or other negative consequences caused by the loss or disclosure of the User's personal data.

**6. OBLIGATIONS OF THE PARTIES**

6.1 The User is obliged to:

* 6.1.1 Provide information on personal data necessary for using the website;
* 6.1.2 Update, supplement the provided information on personal data in case of changes in this information.

6.2 The Administrator shall:

* 6.2.1 Use the received information exclusively for the purposes specified in clause 4 of this Privacy Policy;
* 6.2.2 Ensure confidentiality of confidential information, not to disclose without prior written permission of the User, as well as not to sell, exchange, publish or disclose by other possible means the transferred personal data of the User, except for clauses 5.2, 5.3 of this Privacy Policy; 6.2.2. 5.2., 5.3. of this Privacy Policy;
* 6.2.3 Take precautionary measures to protect the confidentiality of the User's personal data according to the procedure usually used to protect this kind of information in the existing business turnover;
* 6.2.4 Block personal data related to the respective User from the moment of application or request of the User or his/her legal representative or authorized body for the protection of the rights of personal data subjects for the period of verification, in case of detection of unreliable personal data or unlawful actions.

**6. OBLIGATIONS OF THE PARTIES**

7.1 The Administrator shall be liable only in the presence of guilt. The total liability of the Administrator to the User is limited to 100 (One hundred) rubles.

7.2 In case of loss or disclosure of Confidential Information, the Administrator shall not be liable if this confidential information:

* 7.2.1 Became public domain before its loss or disclosure;
* 7.2.2. was received from a third party before it was received by the Website Administration;
* 7.2.3. has been disclosed with the User's consent.

**8. DISPUTE RESOLUTION**

8.1 Before applying to the court with a statement of claim on disputes arising from the relationship between the User of the site and the Administrator, it is mandatory to submit a claim (a written proposal for voluntary settlement of the dispute).

8.2 The Claim Recipient shall notify the Claimant in writing of the results of the Claim review within 30 (thirty) calendar days from the date of receipt of the Claim.

8.3 In case of failure to reach an agreement, the dispute will be submitted for consideration to a judicial body in accordance with the current legislation of the Russian Federation.

8.4 The current legislation of the Russian Federation shall apply to this Privacy Policy and relations between the User and the Administrator.

**9. ADDITIONAL CONDITIONS**

9.1 The Administrator has the right to make changes to this Privacy Policy at any time without prior and subsequent consent of the User.

9.2 The new Privacy Policy comes into effect from the moment of its placement in a special section of the mobile application and (or) on the page at: https://living-tree.ru/confidentiality.html, unless otherwise provided by the new version of the Privacy Policy.

9.3 The current Privacy Policy is available at https://living-tree.ru/confidentiality.html

9.4 The User does not object to signing the consent to the processing of personal data by marking the appropriate sign "I consent to the processing of personal data" on the website. The consent to the processing of personal data may also be signed in the usual way.

**10. DETAILS AND CONTACTS**

Limited Liability Company "DESIGNFAMILY".  
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