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**Appendix No. 1 to the Policy of JLLC "MOROZPRODUCT"**

**regarding the processing of personal data on the Sites**

**List of processed personal data, purposes of their processing, categories of personal data subjects,**

**whose data is being processed, the legal basis for processing, the storage period of personal data.**

The operator processes personal data in the following cases:

| **No.** | **Purposes of processing** **personal data** | **Categories of personal data subjects whose data is processed** | **List of processed personal data** | **Legal grounds for processing personal data** | **Personal data storage period** |
| --- | --- | --- | --- | --- | --- |
| 1. | Creation (registration) and use of a personal account on the site:  <https://e-moroz.by> | Site users <https://e-moroz.by>  registered personal account | Last name, first name, patronymic (optional), contact phone number, email address | Consent (Article 5 of Law No. 99-Z dated 05/07/2021 “On the Protection of Personal Data”) | 5 years from the date of last authorization (login) in your personal account, and in case of non-use of your personal account – 5 years from the date of consent |
| 2. | Creating (placing) an order, monitoring order status, returning goods, accounting for sales in the system | Registered users of the site https://e-moroz.by | Last name, first name, patronymic (optional), contact phone number, additional phone number (optional), email address (optional), residence address (region, district, locality, street, house, building (if any), entrance (if available), floor (if available), apartment (if available), UUID (universally unique identifier) | Consent (Article 5 of Law No. 99-Z dated 05/07/2021 "On the protection of personal data") | 5 years from the date of last authorization (login) in your personal account, and in case of non-use of your personal account – 5 years from the date of consent |
| 3. | Carrying out marketing and (or) advertising events (promotions, competitions, games and other events) | Registered site users <https://e-moroz.by> | Last name, first name, patronymic (optional), date of birth (optional), gender (optional), contact phone number, additional phone number (optional), email address) | Consent (Article 5 of Law No. 99-Z dated 05/07/2021 “On the Protection of Personal Data”) | 5 years from the date of last authorization (login) in your personal account, and in case of non-use of your personal account – 5 years from the date of consent |
| 4. | Newsletter via email and (or) SMS, Viber (advertising, news, etc.) | Registered site users <https://e-moroz.by> | Last name, first name, contact phone number (for distribution via SMS, Viber), email address (for distribution via email), date of birth (optional), gender (optional) | Consent (Article 5 of Law No. 99-Z dated 05/07/2021 “On the Protection of Personal Data”) | 5 years from the date of last authorization (login) in your personal account, and in case of non-use of your personal account – 5 years from the date of consent |
| 5. | Providing customer support and reviewing received requests in the form of an electronic message through the websites | Users and visitors of the Sites | Last name, first name, patronymic (optional), phone number, e-mail (optional) | Consent (Article 5 of Law No. 99-Z dated 05/07/2021 “On the Protection of Personal Data”) | 1 year from the date of consent |
| 6. | Consideration of appeals from citizens and legal entities, including comments and suggestions included in the book, analysis of such appeals | Individuals, including representatives of legal entities who sent the appeal, other persons whose personal data are indicated in the appeal | Last name, first name, patronymic (or initials), address of residence (place of stay), essence of the appeal, personal signature, other information specified in the appeal | The processing of personal data is necessary to fulfill the duties (powers) provided for by legislative acts (paragraph 20 of article 6, paragraph 17 of paragraph 2 of article 8 of the Law dated 05/07/2021 No. 99-Z “On the protection of personal data”, article 12 of the Law dated 07/18/2011 No. 300-Z “On appeals from citizens and legal entities”) | 5 years from the date of last request,  5 years after the end of maintaining the book of comments and suggestions and transferring it to the archive of the organization |
| 7. | Consideration of candidates (application forms (resumes) of applicants) for vacant positions in order to conclude an employment contract | Individuals (job applicants) who submitted applications (resumes) | Photo image, surname, first name, patronymic, date of birth, citizenship, place of birth, marital status, address of residence (registration), contact phone number, email address, information about education, labor activity, military registration, presence of minor children, involvement in administrative and criminal liability and other data specified in the application form (resume) of the applicant | para. 16th century 6Law of the Republic of Belarus of May 7, 2021 No. 99-Z “On the protection of personal data” | until the decision on employment is made |
| 8. | Consideration of applications from personal data subjects | Individuals - subjects of personal data who have sent an application to exercise the rights provided for in Articles 10-13 of the Law of 05/07/2021 No. 99-Z “On the Protection of Personal Data”, other persons whose personal data are indicated in the application | Last name, first name, patronymic, address of residence (place of stay), date of birth, identification number, number of the identity document of the subject of personal data, essence of the application, personal signature or electronic digital signature, other information specified in the application | The processing of personal data without the consent of the subject of personal data is expressly provided for  Law of 05/07/2021 No. 99-Z “On the protection of personal data” and other legislative acts (paragraph 21 of article 6, paragraph 18 of paragraph 2 of article 8 and article 14 of the said Law) | 1 year from the date of receipt of the application |
| 9. | Increasing control over the quality of customer service in the contact center (including resolving possible conflict situations, managing the quality of consultations) | Clients, consumers, buyers site <https://e-moroz.by> | An audio recording of a telephone conversation, the telephone number of the subscriber from whom the call was made, other personal data specified during the telephone conversation | Consent (Article 5 of Law No. 99-Z dated 05/07/2021 “On the Protection of Personal Data”) | 6 months from the date of consent |