

APPROVED

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**PERSONAL DATA PROCESSING POLICY
OF GEODYNAMICS AND TECTONOPHYSICS (ELECTRONIC JOURNAL)**

1. GENERAL PROVISIONS

- 1.1. The policy of personal data processing (hereinafter referred to as the Policy) in Geodynamics and Tectonophysics (hereinafter the Journal) stipulates the basic principles, objectives, conditions and methods for personal data processing, lists of data subjects and personal data processed, actions and operations performed while processing the personal data, the rights of personal data subjects, as well as the Journal's requirements to the personal data protection.
- 1.2. The Policy aims to protect the human and civil rights and freedoms while processing personal data, including rights to privacy, personal and family secrets.
- 1.3. The local regulations and other documents regulating the personal data processing in the Journal, including those for processing such data in information systems containing personal data, are developed for the Journal, taking into account the provisions of the Policy.
- 1.4. The following basic terms are used the Policy:
 - Personal data – any information related to directly or indirectly specified person (personal data subject).
 - Personal data operator (operator) – state authority, municipal authority, legal or private person, who severally or jointly arranges and/or performs personal data processing, as well as defines the aims of personal data processing, the volume of personal data subject to processing and personal data handling;
 - Personal data processing – any action / operation or a series of actions / operations performed towards personal data with or without the software, including the personal data acquisition, recording, systematization, accumulation, storage, update and alteration, extraction, use, transfer (distribution, presentation, providing access), depersonalization, blocking, deleting and annihilation – personal data processing with software;
 - Personal data distribution – personal data disclosure to a non-specified group of persons.
 - Personal data presentation – personal data disclosure to a particular person or a specified group of persons;
 - Personal data blocking – temporary interruption of personal data processing (except where processing is required for personal data update or alteration);

- Personal data annihilation – actions making it impossible to restore a personal data volume in the personal data information system and/or resulting in the elimination of tangible personal data carriers;
- Personal data depersonalization – actions making it impossible to identify personal data as related to a certain data subject without involving an additional information;
- Personal data information system – a set of personal data included into personal data databases, as well as the software and tools used for the data processing;
- Cross-border transfer of personal data – personal data transfer to a foreign country, a foreign government body, a foreign individual / legal entity.

1.5. Main responsibilities of the Editorial Board:

- Ensure that each Subject has an opportunity to get acquainted with the documents and materials containing his/her personal data, unless otherwise provided by law, in accordance with the Regulations on Responding to the Requests of the Personal Data Subjects;
- Do not take any decisions based solely on automated processing, which may generate legal consequences with respect to the Personal Data Subjects or otherwise affect their rights and legitimate interests.

1.6. The Personal Data Subject has the following rights:

- Get the access to his/her personal data;
- Get the information concerning the processing of his/her personal data;
- Request deleting or correction of incorrect / incomplete personal data;
- Get unlimited and free-of-charge access to his/her personal data, including the right to receive copies of any record containing his/her personal data;
- Add his/her personal data in the form of evaluative statements by expressing his/her own point of view;
- Specify his/her representative(-s) to protect his/her personal data;
- Demand the preservation and protection of his/her personal and family secrets;
- Appeal to the court in case of any illegal action /lack of action by the Editorial Board of the Journal while processing and protecting his/her personal data.

1.7. The personal data subjects are obliged as follows:

- In cases stipulated by law or the contract, to transmit to the Editorial Board of the Journal reliable documents containing his/her personal data;
- Undertake not to provide any incorrect personal data. Immediately inform the Journal Editorial about any changes in the personal data and/or any errors or inaccuracies detected in the data (name, place of residence, etc.).

2. PURPOSES OF PERSONAL DATA ACQUISITION

2.1. The Editorial Board of the Journal processes the personal data for the following purposes:

- Complying with the Constitution of the Russian Federation, legislative and other statutory acts of the Russian Federation;
- Regulating the employment relationships with the Journal's staff;
- Developing, signing, executing and terminating agreements with counterparties;
- executing court decisions, other bodies and authorities acts subject to execution in compliance with the Enforcement Law of the Russian Federation;
- Exercising the rights and legal interests of the Journal while carrying out activities stipulated by the Charter and other local regulations of the Institute;

- Other legitimate purposes.

2.2. The Editorial Board of the Journal performs personal data processing in accordance with the following principles:

- Personal data processing is performed on the legitimate equitable basis;
- Personal data processing is limited to reaching specific predetermined legitimate aims. Personal data processing incompatible with the purposes of personal data acquisition is not allowed;
- Combining databases that contain personal data processed for the purposes incompatible with each other is not allowed;
- Personal data meeting the purposes of their processing may only be processed;
- The scope and amount of personal data comply with the stated purposes of processing. The personal data redundancy in relation to the stated purposes is not allowed;
- In the course of personal data processing, actions are taken to ensure accuracy, adequacy and actuality (if necessary) of personal data in relation to the purposes of personal data processing. The Editorial Board of the Journal takes all reasonable efforts to delete or amend incomplete / inaccurate personal data;
- Personal data are stored in the form that enables to define the data subject no longer than it is required for the purposes of personal data processing, in case the personal data retention period is not set by a federal law or an agreement under which the Personal Data Subject acts as a party, beneficiary or guarantor;
- Personal data under processing are deleted or depersonalized once the purposes of processing are achieved or in case that achieving these purposes is not required anymore, unless otherwise provided by a federal law.

3. LEGAL BASIS FOR PERSONAL DATA PROCESSING

3.1. The Personal Data Processing Policy in the Institute of the Earth's Crust is based on the following statutory acts:

- The Labor Code of the Russian Federation;
- The Decree of the Russian President No. 188 'On Approving the List of Confidential Data', dated March 6, 1997;
- The Russian Federation Government Resolution No. 687 'On Approving the Provision Regarding Properties of Personal Data Processing without Software', dated September 15, 2008;
- The Russian Federation Government Resolution No. 512 'On Approving the Requirements to Biometric Personal Data Tangible Carrier and Such Data Storage Beyond Personal Data Information Systems', dated July 6, 2008;
- The Russian Federation Government Regulation No. 1119 'On Approving the Requirements to the Personal Data Protection While Processing in Personal Data Information Systems', dated November 1, 2012;
- The Order of the Russian Federal Service for Supervision in the Sphere of Telecom, Information Technologies and Mass Communications No. 996 'On Approving the Requirements and Methods for Depersonalizing Personal Data', dated September 5, 2013;
- Other statutory acts of the Russian Federation and legal documents of authorized government bodies.

4. SCOPE AND CATEGORIES OF PROCESSED PERSONAL DATA, AND CATEGORIES OF PERSONAL DATA SUBJECTS

- 4.1. The scope of personal data processed in the Journal is stipulated by the Law of the Russian Federation and local statutory acts of the Institute considering the personal data processing purposes stated in Section 2 of the present Policy.
- 4.2. Special personal data categories concerning race and national identity, political commitment, religious or philosophic views and private life are not subject to processing at the Institute.
- 4.3. In the Journal, personal data of the following categories of subjects are processed: authors, reviewers, members of the editorial board, external experts, and the editorial staff.
- 4.4. The scope of processed personal data includes the following:
 - General information (full name, photo, place of work, telephone, e-mail, position, academic degree, academic title);
 - Other data required to publish an article in accordance with the requirements to the scientific publications of international level.
- 4.5. The goals of processing the personal data of authors, reviewers, members of the editorial board, external experts and the editorial staff are as follows:
 - Create a circle of specialists cooperating with the Journal;
 - Consolidate the databases of authors, reviewers and experts;
 - Provide for the data storage in archives;
 - Statistically process the data in order to assess the representativeness and relevance of the Journal.

The personal data obtained to achieve the above goals are reflected in the officially published articles and the personal cabinets of the authors/reviewers.

5. PROCEDURE AND TERMS OF PERSONAL DATA PROCESSING

- 5.1. While processing the personal data, the Editorial Board:
 - Takes relevant measures to ensure compliance with the Law of the Russian Federation and the local statutory acts of the Institute of the Earth's Crust (Publisher) related to personal data;
 - Establishes legal, planning and technical procedures to protect the personal data against illegal or accidental access, annihilation, alteration, blocking, copying, presentation, distribution, as well as against other misconduct in relation to personal data;
 - Appoints a person responsible for the arrangement of personal data processing in the Journal;
 - Familiarizes the staff directly involved in personal data processing with the provisions of the Law of the Russian Federation and the local statutory acts of the Institute of the Earth's Crust related to personal data, including the requirements to the personal data protection, and provides relevant training for the above-mentioned staff;
 - Publishes the present Policy or otherwise provides unlimited access to it;

- Informs the personal data subjects or their representatives in due course of the available data related to the relevant subjects, provides the representation of these personal data upon notifications and/or requests of the above-mentioned data subjects or their representatives, unless otherwise stipulated by the Law of the Russian Federation;
- Terminates the processing and annihilates personal data as stipulated by the Law of the Russian Federation related to personal data;
- Performs other activities stipulated by the Law of the Russian Federation related to personal data.

5.2. Personal data is processed in the Journal upon consent of a personal data subject to have his/her personal data processed, unless otherwise is stipulated by the Law of the Russian Federation related to personal data.

5.3. The Editorial Board of the Journal provides for acquisition, logging, ranging, accumulation, storage, update and alteration, extraction, application, transfer (distribution, representation, and access), depersonalization, blocking, deletion and annihilation of the personal data.

5.4. Personal data processing in the Journal is conducted as follows:

- Without using any software (i.e. manual personal data processing);
- Automated personal data processing with further transfer of received information via communication networks or otherwise.

6. ACTUALIZATION, CORRECTION, DELETION AND ANNIHILATION OF PERSONAL DATA, AND ANSWERS TO REQUESTS OF SUBJECTS FOR ACCESS TO PERSONAL DATA

6.1. In case that the subject provides the personal data as incomplete, obsolete, unreliable or illegally obtained personal data sets, the Editorial Board of the Journal is obliged to make the necessary changes, annihilate or block such data, and notify the personal data subject about the actions taken by the Board.

6.2. Should the inaccuracy of personal data be confirmed, such data shall be properly updated/corrected. If processing such data is illegal, the processing shall be terminated.

6.3. Upon achieving the personal data processing goals, as well as in case of expiration of the consent to process personal data, or when the personal data subject withdraws his/her consent to the personal data processing, the personal data shall be annihilated, unless:

- otherwise provided by the contract, the party of which, the beneficiary or guarantor under which is the given personal data subject;
- stipulated otherwise by the agreement between the operator and the given personal data subject.

6.4. The operator is obliged to inform the personal data subject or his/her representative about the processing of his/her personal data conducted at the request of the latter.

