

POLICY FOR PERSONAL DATA PROCESSING

1. PJSC TATNEFT considers the necessary and sufficient level of information security, including personal data and processes applied for handling them, to be the most important pre-requisite for ensuring the implementation of the of the objectives pursued by the Company.
2. This Policy has been developed in accordance with the current legislation of the Russian Federation on the personal data.
3. Ensuring the personal data security shall be one of the Company's priorities.
4. Handling and ensuring the security of information classified as the personal data shall be carried out in accordance with the legislation of the Russian Federation and shall allow ensuring the personal data protection processed in both personal data information system, i.e. in the systems, aimed at personal data processing, and which are subject to the requirements and recommendations of ensuring the personal data security made by the Federal Security Service of the Russian Federation (FSB of Russia), the Federal Service for Technical and Export Control (FSTEC of Russia), as well as other information systems, in which personal data shall be processed in conjunction with information protected in accordance with the requirements established for this information (protection mode the data, which is highly confidential and proprietary, etc.).
5. This Policy has been developed in accordance with the requirements of Federal Law No. 152-FZ "On Personal Data" of July 27, 2006, and it shall define the principles, procedure and conditions for processing the personal data of various categories of entities, which personal data shall be processed for the purpose of protecting the rights and freedoms of a person or a citizen when processing his personal data, including the protection of privacy rights, as well as personal and family secrets.
6. The personal data shall be confidential and strictly protected information and they are subject to all requirements established for the protection of the confidential information.
7. The list of processed personal data subject to protection shall be formed in accordance with the provisions of Federal Law No. 152-FZ "On Personal Data" of July 27, 2006.
8. The information constituting personal data shall be any information related to a directly or indirectly defined or determined individual (personal data subject).
9. Processing of personal data shall be carried out on the basis of the following principles:
 - legality and fairness of the personal data processing purposes and methods;
 - compliance of the personal data processing objectives with the objectives earlier announced and claimed while collecting the personal data;
 - compliance of the volume and nature of the processed personal data, the ways of processing personal data with the purposes of processing personal data;
 - reliability of the personal data, their sufficiency the for processing purposes, inadmissibility of processing personal data that is redundant with regard to the purposes claimed while collecting the personal data;
 - inadmissibility of combining personal data containing incompatible data created for purposes of the incompatible purposes.
10. Processing of the personal data shall be carried out on the basis of conditions determined by the legislation of the Russian Federation. The Company shall carry out the personal data processing using automation tools, including application of information technologies and technical means, including computer facilities, information and technical systems and networks, means and systems for data transmission, reception and processing of the personal data, software programs (operating systems, database management systems, etc.), information security tools used in the information systems, as well as without the use of the automation tools.

11. When processing the personal data, the user shall ensure the personal data accuracy, their sufficiency and, if necessary, relevance to the objectives of the personal data processing. The Company shall take necessary measures to remove or update incomplete or inaccurate personal data.
12. The personal data subject shall be entitled to:
 - demand updating of the personal data, their blocking or destruction of the personal data in the event that the personal data are incomplete, outdated or unreliable;
 - require a list of the personal data processed by the Company and the information on the source of their receipt;
 - appeal to the authorized body for the protection of the personal data subjects' rights, or appeal through the courts against inappropriate acts or omissions to act when processing the subject's personal data;
 - protect his rights and legitimate interests, including compensation for damages and (or) compensation for moral harm in the courts.
13. The Company shall take all necessary organizational and technical measures to ensure the security of the personal data from an accidental or unauthorized access, destruction, modification, blocking of access and other unauthorized actions.
14. This Policy shall be subject to alteration or amendment in the event of amending the existing legislative acts and the emergence of new legislative acts, and special regulatory documents on the personal data processing and protection.