

APPROVED BY
Order of Director of
NESPAT LLC
A. V. Zymnyi
№ 89/05-k dated 30 May 2023

INFORMATION SECURITY MANAGEMENT SYSTEM

PRIVACY POLICY

	Title	Signature
Developed by:	Information Security Manager	
Approved by:	Director	

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1 INTRODUCTION

This Privacy Policy (hereinafter the “Policy”) applies to the personal data of the clients, patients, researchers and third parties whose personal data are used in pursuance of the Contract and exchanged by the Customer and the Contractor, as well as when visiting sites.

The purpose of this Policy is to furnish you with the information on how we collect and process your personal data when providing the services, including any data you may provide when you sign a Contract and/or order a service. This Policy also defines how we use the personal data provided by telephone, e-mail or any other alternative means of communication.

When this Policy contains a reference to the “Company Group”, “we”, “us”, “our”, “ours”, it means NESPAT Company Group, which is made of NESPAT Corp (USA), NESPAT LLC (Ukraine) and Nespat Sp. z o.o. (Poland) that are responsible for your personal data.

If you have any questions regarding this Policy, including any requests for the exercise of your legal rights, please contact us by using the contact information below:

Nespat Corp (USA): 1712 Pioneer Ave Suite 500, Cheyenne, Wyoming 82001, USA.

NESPAT LLC 04053, Voznesenskyi Uzviz, 14, of. 16/19, Kyiv, Ukraine.

Nespat Sp. z o.o. KRS:0000641839, NIP: 5213751514, REGON: 365638100, 37A Ludwika Kondratowicza Street, 03-28, Warsaw, Poland.

Since NESPAT LLC and Nespat Corp (USA) are the companies located outside the European Union, and in pursuance of Article 27 of the General Data Protection Regulation (EU) 2016/679, GDPR-Rep.eu has been appointed our representative in the European Union. If you wish to exercise your data privacy rights, go to <https://gdpr-rep.eu/q/18492039> or send a letter to our personal data protection officer’s e-mail: danilenko@nespat.ua

2 MAIN TERMS AND DEFINITIONS

Personal data mean the data or the body of data relating to an identified or identifiable natural person.

Special categories of personal data mean so called “sensitive” personal data that may inflict damages upon the data subject at work, in the educational establishment, in the living environment, or may result in his or her social discrimination. For instance, these are personal data containing information on racial origin, political opinions or religious beliefs, trade union membership, data concerning health or sex life, biometric or genetic data. In terms of the Ukrainian law, these are the personal data processing of which poses a special risk for the data subjects.

An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, last name, an identification number, another identifier, or by analysing one or more factors specific to the physical, genetic, physiological, economic, cultural or social identity of that natural person.

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A personal data subject means a natural person to whom the personal data pertain, and who may be identified or has already been identified based on these personal data.

A personal data controller means the natural or legal person which determines the purposes and means of the processing of personal data and bears main responsibility for processing thereof. In terms of the Ukrainian law, the controller is a “personal data owner”.

A personal data operator means a natural or legal person which processes personal data on behalf of the controller based on the instructions (orders, directions) of the latter. In terms of the Ukrainian law, the processor is a “personal data administrator”.

Personal data processing means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, alteration, arrangement, revision, use, dissemination or otherwise making available to third parties, including the controller’s or processor’s staff, and destruction.

3 LAWS GOVERNING PERSONAL DATA PROCESSING

Your personal data are processed in accordance with the Law of Ukraine “On Personal Data Protection”. Personal data of the natural persons staying within the EU or being EU citizens are governed without limitation by the EU General Data Protection Regulation 2016/679 (hereinafter the “GDPR”). Also, the laws of the countries where we operate flights may establish additional requirements.

4 PERSONAL DATA PROTECTION DECLARATION

We treat personal data security with utmost care. This Policy considers the purposes of and methods for collection and use of personal data and contains information on the natural persons’ rights.

The Company Group processes the personal data from among the ones described herein, to each category of which different data collection methods, legal grounds for processing, use, disclosure and a period of storage may apply.


Our personal data collection and use policy provide for transparent disclosure of information on the purposes of and methods for personal data processing.

5 PERSONAL DATA USE

Your personal data may be used and processed inside the Company Group for the services to be provided. Any use of your personal data inside the Company Group is in compliance with this Policy. Personal data are provided by exchanging information by e-mail and/or telecommunication means.

The Company Group may engage third parties for the services to be provided. These third parties may be granted access to a part of your personal data only to the extent necessary for the services to be provided; in this case, they may not use such data for any other purposes. In case data are used jointly with other parties, we apply contractual arrangements and security mechanisms in order to protect personal data and adhere to our data protection, privacy and security standards.

The Company Group does not transfer and does not disclose personal data of patients, researchers and representatives of the Customer to third parties. Your personal data may be

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transferred by the Company Group to the competent government authorities only on the grounds and in accordance with the procedure prescribed by the effective laws of Ukraine.

6 SECURITY

In order to procure personal data protection, we adhere to the universally recognised international security standards, and our system for managing the information security of the confidential data has successfully passed the independent certification of compliance with the standard ISO/IEC 27001: 2013. We have the system of policies, procedures and training on data protection, privacy and security, and we regularly revise sufficiency of the available actions in order to ensure sustainable security of the data we administer.

We control the methods for collecting your personal data and set the purposes for which the personal data are used by the Company Group.

7 OUR DATA PROCESSING EFFORTS

The Company Group processes personal data by the following means.

7.1. Natural persons whose personal data we receive in connection with the transportation organisation services

Roles of the participants of the personal data processing

When the personal data are processed in order to provide the transportation organisation services, the Company Group acts as a CONTROLLER and a PROCESSOR.

Collecting personal data

The Company Group processes the personal data of the patient, the researcher, the Customer, i.e. the natural persons representing it (hereinafter jointly referred to as the “Contact Persons”).

The data of the Contact Persons include the full name, address, job contact information (work mailing address, work e-mail address, telephone number), and personal mobile telephone number.

Personal data use

The Contact Persons’ personal data may be available for being viewed and used by the Company Group’s staff engaged into provision of the services for the purpose of the Contact Person’s identification and provision of the corresponding service.

Legal grounds for processing

We process the personal data of our Contact Persons based on our legal business interests.

Storing data

The personal data will be stored in our NESPAT application sub-system for the period necessary for the above purposes.

Destroying data

The Customer-related personal data are erased individually, by the Information Security Systems Manager, three (3) years upon completion of the research. The Researcher’s personal data are erased automatically by NESPAT application sub-system provided that the Researcher does not participate in any other research in the data base, one (1) year upon completion of the research. The

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Patient’s personal data are erased automatically by NESPAT application sub-system one (1) year upon completion of the research. The data that may pertain to the sensitive ones are deleted immediately upon completion of the research.

7.2. Visitors of our offices

Our offices have functioning security features, including stipulated video surveillance and a pass control system.

If video surveillance is used, the footage is stored exclusively in compliance with security requirements and is viewed only when required for official purposes (for example, to investigate the circumstances of an emergency). Video surveillance recordings are automatically re-recorded monthly unless events requiring investigation (e.g., theft) are detected.

7.3. Visitors of our Websites

Personal data that the Company Group collects about users may be provided by users when registering or using the Websites.

The Company Group may use cookies on the Websites to allow website visitors to personalize themselves, track a user's session on the website, and track website traffic.

The Company Group's Websites may include third-party social media features and third-party widgets.

These features may collect the user's IP address, information about the page being visited on the site, and set cookies to enable the feature to function properly. Your interaction with these features is governed by the privacy policy of the third-party company that provides them.

The Company Group's Websites may use Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses cookies to analyze how visitors use the website. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google in accordance with its privacy policy.

Users can control and/or delete cookies at their discretion. Users can change their browser settings to accept all cookies, to be notified when cookies are set, or to reject all cookies.

If a user chooses not to accept some or all cookies, certain features of the website may not function properly.

8 LEGAL GROUNDS FOR PROCESSING

The legal grounds for data processing in each case are specified in the corresponding sections above. While processing the personal data based on our legal interests, we take into consideration their potential impact on the data subject (both positive and negative) and rights of the data subject in accordance with the data protection laws, and strive to facilitate the optimum combination thereof. Our legal business interests do not automatically prevail over interests of the data subjects: we will not process personal data when consequences thereof for the data subject prevail over impact on the latter.

9 RIGHTS OF NATURAL PERSONS AND METHODS FOR THE EXERCISE THEREOF

Natural persons have certain rights as regards their personal data, and the data processor is responsible for ensuring the exercise thereof. In case we take a decision on the purposes of and methods for personal data processing, we act as a processor; below is the additional information on the natural persons' rights and methods for the exercise thereof.

Reviewing the personal data

You may review the personal data we hold as a processor. In order to exercise this right, e-mail us at info@nespat.ua, office@nespat.us, office@nespat.net or contact our representative <https://gdpr-rep.eu/q/18492039>.

Right to restriction of or objection to our personal data processing

You may restrict or object to processing of your personal data any time for a good reason related to your specific situation except when the processing is required by the law.

In this case, we will not process or will restrict processing of the personal data unless we can state the material legal grounds for processing or establishment, implementation or protection of the legal requirements.

Other rights of data subjects

The purpose of this information notice is to inform which of your personal data are collected, and how they are used. In addition to the above rights to gain access, modify and restrict or object to the processing, the persons may have other rights as regards the personal data we keep, for instance, the right to delete and relocate such data.

If you wish to exercise these rights, please send a e-mail to info@nespat.ua; office@nespat.us, office@nespat.net or contact our representative <https://gdpr-rep.eu/q/18492039>.

Complaints

We hope that you will not have to complain, but if you wish to submit a complaint regarding our use of the personal data, you may send an e-mail containing the detailed description of your complaint to info@nespat.ua, office@nespat.us, office@nespat.net. We will consider and respond to any complaints we get.

10 CHANGE HISTORY

Version of the document	Date of changes	Officer introducing the changes	List of the changes made