

**Information on personal data processing  
while “Order a product” form completion**

Pursuant to Article 5 of the Law of the Republic of Belarus dated May 7, 2021 No. 99-3 "On Personal Data Protection", being a personal data subject, You give Your consent for personal data processing to Radmetron LLC with an address at: 51, Skariny street, 220084, the City of Minsk, Republic of Belarus (further “Operator”) upon the following terms:

**Aim:** processing “Order a product” message (the Site feedback form)

**The scope of personal data processed:** last name, first name, patronymic; name of the Company; country/region; e-mail address; other information specified in the file attached.

**The scope of personal data processing operations; general description of personal data processing procedures:** personal data are processed with computer-aided means and include data collection, structuring, storage, usage, depersonalization, blocking, submission and erasure.

If You or Your company is located outside the Republic of Belarus, the Operator may carry out cross-border personal data transfer to the Operator’s dealers (<https://radmetron.com/en/dealers/>), or Service centers (<https://radmetron.com/en/support/>), with the account of the law requirements.

Cross-border transfer may be carried out both to countries where an adequate level of protection of personal data subjects’ rights is ensured as well as to other countries. The list of countries with an adequate protection level of personal data subjects’ rights is set out in the Order by National Personal Data Protection Center of the Republic of Belarus No.14 of November 15<sup>th</sup>, 2021 “On cross-border personal data transfer”.

The Operator shall inform about the risks arising out of inappropriate protection level of personal data subjects’ rights on the territories of other countries, namely: lack / limitedness of personal data protection legislation, absence of authorized personal data protection bodies, absent / limited rights of personal data subjects, unclear grounds for personal data processing; possibility for unlimited access to such data by Security Bodies, lack of responsibility for infringements in the sphere of personal data processing; absence of compulsory requirements concerning technical and cryptographic protection for information systems (resources) with incorporated personal data, etc.

**Personal data retaining period:** 3 years from the date of the consent receipt

**If You refuse to provide Your consent for personal data processing:** Your refusal in consent submission does not imply any negative consequences.

However, if you refuse to provide your consent for personal data processing, your personal data will be impossible to process, and Your “Order a Product ” form will not be further considered.

**1. You, as a personal data subject, have the following rights:**

- 2.1. The right to demand Your personal data to be modified by the Operator;
- 2.2. The right to be informed about Your personal data processing;
- 2.3. The right to be informed about Your personal data transfer to third parties;
- 2.4. The right to demand the termination of personal data processing;
- 2.5. The right to withdraw the previously granted consent for personal data processing;
  
- 2.6. The right to appeal to an authorized body for protection of personal data subjects’ rights against the actions (inaction) and decisions of the Operator that violate Your rights while Your personal data processing, in accordance with the procedure prescribed by the Law “On appeals of citizens and legal entities”.

**3. Procedures to realize the rights related to personal data processing:**

3.1. To exercise Your rights specified in paragraphs. 2.1. – 2.4., You should submit a request to the Operator:

- in writing to the address: 220084, Minsk, Skariny str., 51/1;
- in the form of an electronic document to the e-mail address [dpo@radmetron.com](mailto:dpo@radmetron.com) .

The request shall contain:

- surname, first name, patronymic (if any) of the personal data subject, his residential or actual address;
- date of birth of the personal data subject;
- statement of the scope of the requirements of the personal data subject;
- personal signature (for a written request) or an electronic digital signature (for requests submitted in the form of an electronic document) of the personal data subject.

3.2. To exercise Your right for consent withdrawal (clause 2.5), You should send an appropriate request to the Operator as per Clause 3.1. or send an electronic message to the e-mail address [dpo@radmetron.com](mailto:dpo@radmetron.com). An electronic message to exercise Your right for consent withdrawal should contain:

- the scope of personal data to be processed provided in the personal data subject's consent submitted in another electronic form;

- requirements statement.

To get assistance in exercising Your rights, You may contact a person in charge of internal control over the personal data processing in the Company by sending a message to the email address: [dpo@radmetron.com](mailto:dpo@radmetron.com) .

#### **4. Our authorized representative.**

Our authorized representative is the company "Atevi Systems" LLC with an address at: 6A, Masherov avenue, office 14 (8<sup>th</sup> floor), 224030, the city of Brest, Republic of Belarus. The company is in charge of the Operator's corporate site administration, functional update, informational and technological support.

To get information on Personal Data Protection Policy, go to <https://radmetron.com/en/policy/>.