

Information on personal data processed at the Group of Companies VOXYS

List of processed PD	Ways of PD processing	Term of PD processing	Term of PD storing
Purpose of PD processing: bookkeeping;			
Employees: <u>other:</u> Full name; Job title; Contact phones; Date of birth; Registration address; Place of birth; Gender; Citizenship; SNILS (Insurance Number of Individual Ledger Account); Data of personality identification document; Name of identity document issuing authority; Date of issue of identity document; Residence address; TIN; Information on education; Information on changing name; Payroll number; Type of work; Details of the employment contract; Profession;	automated	according to the normative legal acts regulating the order of personal data processing (1C: Management of the Holding)	according to the normative legal acts regulating the order of personal data storage (1C: Management of the Holding)
	non-automated	according to the normative legal acts regulating the order of personal data processing	according to the normative legal acts regulating the order of personal data storage

<p>Length of service; Marital status; Date of registration on the place of residence; Information on hiring and transfers to other positions; Vacation details; Employment history; Information about close relatives; Information about close relatives permanently residing abroad and (or) drawing up documents for permanent residence in another country; Dismissal information; Other information, necessary in compliance with The Russian Federation Labor Code</p>			
<p><i>representatives of contractors:</i></p> <p><u>other:</u> Full name; Job title; Date of birth; E-mail address; Data of personality identification document; Name of identity document issuing authority; Date of issue of identity document; Place of work; Contact phones (or another type of communication); Job description</p>	<p>automated</p>	<p>according to the normative legal acts regulating the order of personal data processing (1C: Management of the Holding)</p>	<p>according to the normative legal acts regulating the order of personal data storage (1C: Management of the Holding)</p>
	<p>non-automated</p>	<p>according to the normative legal acts regulating the order of personal data processing</p>	<p>according to the normative legal acts regulating the order of personal data storage</p>
<p>Purpose of PD processing: Maintaining personnel records and making payroll calculations, as well as realization of labor and other connected relations;</p>			
<p><i>Employees:</i></p>	<p>automated</p>	<p>according to the normative legal</p>	<p>according to the normative legal</p>

<p><u>other:</u> Full name; Contact phones; Date of birth; Registration address; Place of birth; Gender; Citizenship; SNILS (Insurance Number of Individual Ledger Account); Data of personality identification document; Name of identity document issuing authority; Date of issue of identity document; Residence address; TIN; Information on education; Professional development information; Occupational retraining information; Payroll number; Type of work; Details of the employment contract; Information on foreign language proficiency; Details of education document; Qualification according to education document; Training specialty according to the education document; Information on post-graduate professional education; Profession; Length of service; Marital status; Family details;</p>		<p>acts regulating the order of personal data processing (1C: Company configuration: Salary and HR Management)</p>	<p>acts regulating the order of personal data storage (1C: Company configuration: Salary and HR Management)</p>
	<p>non-automated</p>	<p>according to the normative legal acts regulating the order of personal data processing</p>	<p>according to the normative legal acts regulating the order of personal data storage</p>

<p>Date of registration on the place of residence; Information on military registration; Information on hiring and transfers to other positions; Attestation details; Information on awards (incentives); Information on honorary degrees; Vacation details; Information on social benefits, an employee has right to according to legislation; Dismissal information; Basis for termination of the employment contract (dismissal);</p>			
<p><i>dismissed employees:</i></p> <p><u>other:</u> Full name; Contact phones; Date of birth; Registration address; Place of birth; Gender; Citizenship; SNILS (Insurance Number of Individual Ledger Account); Data of personality identification document; Name of identity document issuing authority; Date of issue of identity document; Residence address; TIN; Information on education; Professional development information; Occupational retraining information;</p>	<p>automated</p>	<p>according to the normative legal acts regulating the order of personal data processing (1C: Company configuration: Salary and HR Management)</p>	<p>according to the normative legal acts regulating the order of personal data storage (1C: Company configuration: Salary and HR Management)</p>

<p>Payroll number; Type of work; Details of the employment contract; Information on foreign language proficiency; Details of education document; Qualification according to education document; Training specialty according to the education document; Information on post-graduate professional education; Profession; Length of service; Marital status; Family details; Date of registration on the place of residence; Information on military registration; Information on hiring and transfers to other positions; Attestation details; Information on awards (incentives); Information on honorary degrees; Vacation details; Information on social benefits, an employee has right to according to legislation; Dismissal information; Basis for termination of the employment contract (dismissal);</p>			
<p><i>close relatives of employees whose personal data are necessary for the purposes of meeting the requirements of the labor legislation of the Russian Federation:</i></p> <p><u>other:</u></p>	<p>non-automated</p>	<p>according to the normative legal acts regulating the order of personal data processing</p>	<p>according to the normative legal acts regulating the order of personal data storage</p>

<p>Full name; Date of birth; Degree of relationship; Other information, necessary in compliance with The Russian Federation Labor Code</p>			
<p>Purpose of PD processing: record of vacancies and recruitment requests;</p>			
<p><i>candidates:</i></p> <p><u>other:</u> Full name; Contact phones; Date of birth; Gender; E-mail address; Information on education; Contact phones (or another type of communication); Salary; Employment history; Work Schedule; Testing results; What vacancy is considered; Employment site; Fact of employment; Reason for denial of employment</p>	<p>automated</p>	<p>according to the normative legal acts regulating the order of personal data processing (E-Staff Recruiter)</p>	<p>according to the normative legal acts regulating the order of personal data storage (E-Staff Recruiter)</p>
<p><i>candidates:</i></p> <p><u>other:</u> Full name; Contact phones; Date of birth; Gender;</p>	<p>non-automated</p>	<p>according to the normative legal acts regulating the order of personal data processing</p>	<p>according to the normative legal acts regulating the order of personal data storage</p>

<p>E-mail address; Information on education; Contact phones (or another type of communication); Salary; Employment history; Work Schedule; Testing results; What vacancy is considered; Employment site; Fact of employment; Reason for denial of employment</p>			
<p>Purpose of PD processing: Planning and accounting of employees' working hours;</p>			
<p><i>Employees:</i></p> <p><u>other:</u> Full name; Job title; Date of birth; Payroll number; Salary; date of dismissal; Work Schedule; Date of employment; Project; Skill-group Work time; Work status; Site; Role; domain account; Site</p>	<p>automated</p>	<p>according to the normative legal acts regulating the order of personal data processing (WFM - Work Force Management, EST)</p>	<p>according to the normative legal acts regulating the order of personal data storage (WFM - Work Force Management, EST)</p>

Purpose of PD processing:			
Execution of orders to process personal data of a client (potential client, partner, counterparty) or of other guarantor on whose behalf personal data is processed;			
<p><i>clients of counterparties:</i></p> <p><u>other:</u> Full name; Job title; Date of birth; Registration address; SNILS (Insurance Number of Individual Ledger Account); E-mail address; Data of personality identification document; Name of identity document issuing authority; Account number; Residence address; TIN; Place of work; Banking details; Information on education; Information on changing name; Profession; Marital status; Contact phones (or another type of communication); Employment history; Information on incomes; information on personal account; Gender;</p>	<p>automated</p>	<p>according to the normative legal acts regulating the order of personal data processing («Cisco IP Contact Center», BEEPER Distributed Screen Monitor, V-Rec, Smart Logger, Quality Management Tool)</p>	<p>according to the normative legal acts regulating the order of personal data storage («Cisco IP Contact Center», BEEPER Distributed Screen Monitor, V-Rec, Smart Logger, Quality Management Tool)</p>
<p><i>Employees:</i></p> <p><u>other:</u></p>	<p>automated</p>	<p>according to the normative legal acts regulating the</p>	<p>according to the normative legal acts regulating the</p>

<p>Full name; Payroll number; Project; Skill-group Work status; Site; Login; Role; Tel. number of IP communicator</p>		<p>order of personal data processing («Cisco IP Contact Center», BEEPER Distributed Screen Monitor, V-Rec, Smart Logger, Quality Management Tool)</p>	<p>order of personal data storage («Cisco IP Contact Center», BEEPER Distributed Screen Monitor, V-Rec, Smart Logger, Quality Management Tool)</p>
<p>Purpose of PD processing: recruitment and training of personnel;</p>			
<p><i>candidates:</i></p> <p><u>other:</u> Full name; Contact phones; Date of birth; Gender; E-mail address; Information on education; Contact phones (or another type of communication); Salary; Employment history; Work Schedule; Testing results; What vacancy is considered; Employment site; Fact of employment; Reason for denial of employment</p>	<p>automated</p>	<p>according to the normative legal acts regulating the order of personal data processing (Voxys Inside)</p>	<p>according to the normative legal acts regulating the order of personal data storage (Voxys Inside)</p>
<p><i>Employees:</i></p> <p><u>other:</u></p>	<p>automated</p>	<p>according to the normative legal acts regulating the</p>	<p>according to the normative legal acts regulating the</p>

<p>Full name; Contact phones; Date of birth; Gender; E-mail address; Contact phones (or another type of communication); Salary; Employment history; Work Schedule; Testing results; What vacancy is considered; Employment site; Fact of employment; Reason for denial of employment</p>		<p>order of personal data processing (Voxys Inside)</p>	<p>order of personal data storage (Voxys Inside)</p>
<p>Purpose of PD processing: ensuring access and intra-object control regimes.</p>			
<p><u>other:</u> Full name; Job title; Department; Payroll number;</p>	<p>automated</p>	<p>according to the normative legal acts regulating the order of personal data processing (Orion PRO, PERCo-WEB 2.0)</p>	<p>according to the normative legal acts regulating the order of personal data storage (Orion PRO, PERCo-WEB 2.0)</p>
	<p>non-automated</p>	<p>according to the normative legal acts regulating the order of personal data processing</p>	<p>according to the normative legal acts regulating the order of personal data storage</p>

<p>visitors:</p> <p><u>other:</u> Full name</p>	<p>automated</p>	<p>according to the normative legal acts regulating the order of personal data processing (PERCo S-20, Orion PRO, PERCo-WEB 2.0)</p>	<p>according to the normative legal acts regulating the order of personal data storage (PERCo S-20, Orion PRO, PERCo-WEB 2.0)</p>
<p>visitors:</p> <p><u>other:</u> Full name</p>	<p>non-automated</p>	<p>according to the normative legal acts regulating the order of personal data processing</p>	<p>according to the normative legal acts regulating the order of personal data storage</p>
<p>Purpose of PD processing: identification of users (visitors) of the Operator's website;</p>			
<p><u>other:</u> Full name; Contact phones; E-mail address; year, month, date and place of birth; personality identification document details; taxpayer identification number, date of its registration, details of the certificate of registration at a tax office; actual residence and registration address and(or) temporary stay registration address; information on education, profession and qualification, details of education documents; information on previous positions and length of service, military duty, military registration;</p>	<p>automated</p>	<p>according to the normative legal acts regulating the order of personal data processing</p>	<p>according to the normative legal acts regulating the order of personal data storage</p>

<p>the source of access to the Operator's website and search or advertising query information; the source of access to the Operator's website and search or advertising query information; data about the user device (among which resolution, version and other attributes characterizing the user device, IP address); information about the user's browser (or other program with the help of which the Internet is accessed), technical characteristics of equipment and software used by the user; access date and time; user clicks, page views, field fills, banner and video impressions and views; data characterizing audience segments; session settings; visit time data; user ID and site display settings stored in cookies.</p>			
<p>Purpose of PD processing: communication with users (visitors), including sending notifications, requests and information regarding the use of the Operator's website, execution of agreements and contracts, processing of requests and applications</p>			
<p><u>other:</u> Full name; Contact phones; E-mail address;</p>	<p>automated</p>	<p>according to the normative legal acts regulating the order of personal data processing</p>	<p>according to the normative legal acts regulating the order of personal data storage</p>

*PD - personal data

VOXYS