

## **1. General Provisions**

1.1. This Privacy Policy regarding the processing of personal data (hereinafter — the “Policy”) defines the procedure for processing and protecting personal data carried out by

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(name of the organization, hereinafter — the “Operator”).

1.2. This Policy has been developed in accordance with the legislation of the Russian Federation, including Federal Law No. 152-FZ “On Personal Data”.

1.3. This Policy applies to all information that the Operator may obtain about personal data subjects.

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## **2. Basic Terms**

This Policy uses the basic terms in the meanings established by the legislation of the Russian Federation on personal data.

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## **3. Principles of Personal Data Processing**

Personal data shall be processed on the basis of the following principles:

- legality and fairness;
- limitation of processing to specific, predetermined and legitimate purposes;
- prevention of excessive processing;
- accuracy and relevance of personal data;
- limitation of storage periods;
- ensuring the security of personal data.

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## **4. Purposes of Personal Data Processing**

The Operator processes personal data for the following purposes:

- preparation, review, and publication of scientific materials;
- editorial and publishing activities;
- placement of publications in scientific and information systems;
- indexing of publications in Russian and international databases;
- interaction with authors, reviewers, and other participants in the scientific process;
- compliance with the requirements of the legislation of the Russian Federation.

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## **5. Categories of Data Subjects and Scope of Personal Data**

5.1. The Operator processes personal data of the following categories of data subjects:

- authors of scientific publications;
- reviewers;
- members of editorial boards;

- website users.

5.2. Personal data may include:

- full name;
  - academic degree and academic title;
  - place of employment and position;
  - contact details;
  - information regarding scientific activities;
  - identifiers (ORCID, ResearcherID, etc.);
  - other data voluntarily provided by the data subject.
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## **6. Legal Grounds for Processing**

Personal data shall be processed on the basis of:

- consent of the personal data subject;
  - concluded agreements/contracts;
  - requirements of the legislation of the Russian Federation.
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## **7. Conditions of Personal Data Processing**

7.1. Personal data shall be processed in compliance with the principles and rules established by the legislation of the Russian Federation.

7.2. Personal data may be processed with or without the use of automation tools.

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## **8. Transfer of Personal Data to Third Parties**

8.1. The Operator may transfer personal data to third parties for the purposes specified in this Policy.

8.2. Such third parties may include:

- scientific databases and indexing systems (including Scopus, Web of Science, etc.);
- Russian scientific platforms (including RSCI, eLIBRARY.RU);
- publishers, libraries, and scientific information aggregators.

8.3. Such transfer may include cross-border transfer of personal data.

8.4. The above-mentioned third parties shall act as independent personal data operators/controllers and process personal data in accordance with their own policies and regulations.

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## **9. Terms of Processing and Storage**

Personal data shall be processed and stored for the period necessary to achieve the purposes of processing, as well as within the periods established by applicable law and scientific publication and citation rules.

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## **10. Rights of the Personal Data Subject**

The personal data subject has the right to:

- obtain information regarding the processing of their personal data;

- request clarification, blocking, or deletion of personal data;
  - withdraw consent to the processing of personal data;
  - appeal actions of the Operator.
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## **11. Obligations of the Operator**

The Operator shall:

- ensure lawful processing of personal data;
  - implement measures to protect personal data;
  - terminate processing upon request of the data subject;
  - notify third parties of consent withdrawal where personal data has been transferred.
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## **12. Personal Data Protection Measures**

The Operator shall implement necessary legal, organizational, and technical measures to protect personal data, including:

- restricting access to personal data;
  - use of antivirus protection;
  - implementation of information security tools;
  - maintaining records of operations involving personal data.
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## **13. Withdrawal of Consent**

13.1. The personal data subject may withdraw consent by sending written notification to the Operator.

13.2. The Operator shall cease processing and notify third parties where personal data has been transferred.

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## **14. Final Provisions**

14.1. This Policy is a publicly available document and shall be published on the official website of the Operator.

14.2. The Operator reserves the right to amend this Policy. The current version shall be published on the website.