Personal Data Processing Policy

1. General Provisions

This personal data processing policy is prepared in accordance with the requirements of Federal Law No. 152-FZ “On Personal Data” dated July 27, 2006, and defines the procedure for processing personal data and measures to ensure the security of personal data, undertaken by greencityre.org (hereinafter referred to as the “Operator”).
1.1. The Operator’s primary objective and condition for its activities is to respect human and civil rights and freedoms in the processing of personal data, including the protection of the right to privacy, personal, and family secrets.
1.2. This Operator’s policy on personal data processing (hereinafter referred to as the “Policy”) applies to all information that the Operator may obtain about visitors to the website https://greencityre.org.

2. Key Terms Used in the Policy

2.1. Automated Processing of Personal Data – processing of personal data using computer technology.
2.2. Blocking of Personal Data – temporary cessation of personal data processing (except in cases where processing is necessary to clarify personal data).
2.3. Website – a collection of graphic and informational materials, as well as software and databases, ensuring their availability on the Internet at the network address https://greencityre.org.
2.4. Personal Data Information System – a set of personal data contained in databases and ensuring their processing through information technology and technical means.
2.5. Anonymization of Personal Data – actions that result in making it impossible to determine the identity of personal data to a specific User or other subject of personal data without the use of additional information.
2.6. Personal Data Processing – any action (operation) or set of actions (operations) performed with or without automation tools with personal data, including collection, recording, systematization, accumulation, storage, clarification (updating, modification), extraction, usage, transfer (distribution, provision, access), anonymization, blocking, deletion, and destruction of personal data.
2.7. Operator – a government body, municipal body, legal or natural person that, independently or jointly with other persons, organizes and/or processes personal data, as well as defines the purposes of personal data processing, the composition of personal data to be processed, and the actions (operations) performed on personal data.
2.8. Personal Data – any information related directly or indirectly to a specific or identifiable User of the website https://greencityre.org.
2.9. User – any visitor of the website https://greencityre.org.
2.10. Provision of Personal Data – actions aimed at disclosing personal data to a specific person or a specific group of people.
2.11. Distribution of Personal Data – any actions aimed at disclosing personal data to an unspecified group of people (transfer of personal data) or at providing access to personal data to an unlimited number of people, including publishing personal data in mass media, posting in information and telecommunication networks, or providing access to personal data by any other means.
2.12. Cross-Border Transfer of Personal Data – the transfer of personal data to the territory of a foreign state to a foreign government authority, foreign natural or legal person.

2.13. Destruction of Personal Data – any actions resulting in the irretrievable destruction of personal data, making it impossible to restore the content of personal data in the personal data information system and/or resulting in the destruction of tangible media of personal data.

3. The Operator may process the following User's personal data

3.1. Phone numbers;
3.2. Additionally, the site collects and processes anonymized data about visitors (including "cookie" files) using internet statistics services (Yandex.Metrica, Google Analytics, and others).
3.3. The above data is hereinafter referred to collectively as Personal Data within this Policy.

4. Purposes of Personal Data Processing

4.1. The purpose of processing the User's personal data is to conclude, execute, and terminate civil law contracts; provide the User with access to services, information, and/or materials on the website https://greencityre.org; and clarify order details.
4.2. The Operator also has the right to send the User notifications about new products and services, special offers, and various events. The User can always opt out of receiving such informational messages by sending an email to info@greencityre.com with the subject "Opt-out of notifications about new products, services, and special offers."
4.3. Anonymized data of Users, collected through internet statistics services, is used to gather information about User actions on the website, improving the quality of the website and its content.

5. Legal Grounds for Processing Personal Data

5.1. The Operator processes the User's personal data only when it is entered and/or sent by the User independently through special forms located on the website https://greencityre.org. By filling out the relevant forms and/or submitting their personal data to the Operator, the User consents to this Policy.
5.2. The Operator processes anonymized User data if it is allowed in the User's browser settings (enabled cookies and JavaScript technology).

6. Procedure for Collection, Storage, Transfer, and Other Types of Personal Data Processing

The security of personal data processed by the Operator is ensured by implementing legal, organizational, and technical measures necessary to fully comply with current legislation in the field of personal data protection.
6.1. The Operator ensures the confidentiality of personal data and takes all possible measures to prevent unauthorized access to personal data.
6.2. The User's personal data will never, under any circumstances, be transferred to third parties, except as required by current law.
6.3. If any inaccuracies are identified in the personal data, the User may update it by notifying the Operator via email at info@greencityre.com with the subject line "Personal Data Update."
6.4. The period of personal data processing is unlimited. The User may withdraw their consent to the processing of personal data at any time by notifying the Operator via email at info@greencityre.com with the subject line "Withdrawal of Consent to Personal Data Processing."

7. Cross-Border Transfer of Personal Data

7.1. Before initiating the cross-border transfer of personal data, the Operator must ensure that the foreign state to which the data transfer is intended provides reliable protection of the rights of personal data subjects.
7.2. Cross-border transfer of personal data to foreign states that do not meet the above requirements can only occur with the written consent of the personal data subject for the transfer of their personal data and/or for the execution of a contract involving the personal data subject.

8. Final Provisions

8.1. The User may obtain any clarifications regarding the processing of their personal data by contacting the Operator via email at info@greencityre.com.
8.2. Any changes to this document will reflect updates in the Operator's personal data processing policy. The Policy is valid indefinitely until replaced by a new version.

9. User Rights Under GDPR

9.1. Right of Access. The User has the right to request access to their personal data and obtain information on how the Operator uses it. The Operator is obliged to provide this information within a reasonable time and free of charge, provided the User's requests are not excessive or repetitive.
9.2. Right to Rectification. The User has the right to correct inaccurate or incomplete personal data. To do so, the User may send a request to info@greencityre.com with the correct information.
9.3. Right to Erasure ("Right to Be Forgotten"). The User has the right to request the deletion of their personal data if it is no longer required for the purposes for which it was collected or if processing is based on consent that has been withdrawn. The Operator must delete such data unless there is a legal basis for its retention.
9.4. Right to Restrict Processing. The User has the right to request the restriction of their personal data processing for valid reasons, such as if the data is inaccurate and needs verification.
9.5. Right to Data Portability. The User has the right to receive their personal data in a structured, machine-readable format and to transfer it to another data controller without hindrance from the current Operator, provided the processing is based on User consent or a contract.
9.6. Right to Object. The User has the right to object at any time to the processing of their personal data if such data is processed for direct marketing purposes or other legitimate interests of the Operator that do not outweigh the User's rights and freedoms.
9.7. Right to Automated Decision-Making, Including Profiling. The User has the right not to be subject to decisions based solely on automated data processing, including profiling, if such decisions affect their rights and freedoms. The Operator is committed to protecting the User's rights and interests in cases of automated processing.
9.8. Right to Withdraw Consent. If the processing of personal data is based on the User's consent, the User has the right to withdraw it at any time without affecting the lawfulness of processing prior to the withdrawal.

10. Complaint Procedure

10.1. The User has the right to file a complaint with the data protection supervisory authority if they believe that the processing of their personal data violates GDPR requirements.
10.2. Contact details for the supervisory authority and additional information on filing complaints can be found on the website of the relevant data protection regulator.

11. Personal Data Security

11.1. The Operator applies the necessary organizational and technical measures as prescribed by GDPR to protect personal data from unauthorized access, alteration, disclosure, or destruction.
11.2. The Operator ensures the confidentiality and integrity of the processed data and takes all measures to prevent personal data leaks.

12. Contact Information for Exercising User Rights

12.1. All requests related to exercising User rights, as well as questions regarding the processing of personal data, can be sent to info@greencityre.com.

These provisions apply within the European Union and cover Users residing in the EU, as well as instances where data processing is conducted under EU law. The current version of the data protection policy is available at https://greencityre.org