

CONFIDENTIALITY POLICY

AERO DC

Kiyv, 2021r.

1. Preamble

1.1 Limited Liability Company «AERO DC» incorporated under the Ukrainian law, legal entity identification number 34880167, registered seat: 3, Sholudenko St., 04116 city of Kyiv, Ukraine (hereinafter referred to as «AERO DC»).

1.2 This Confidentiality Policy (hereinafter referred to as «the Confidentiality Policy») was issued in accordance with the requirements and/or liabilities and/or commitments effective under the Constitution of Ukraine and Ukrainian Personal Data Protection Act № 2297-VI dated July 01, 2010 and shows compliance therewith.

1.3 The terms hereinbelow in this document «Confidentiality Policy» are defined as follows:

Personal Data holder – an individual or a legal entity defining purposes of the Personal Data processing, establishing such data scope and its processing procedures, unless otherwise is defined by the law;

Personal Data subject's consent – an individual's voluntary expression of will (on condition of awareness) about granting permit to process its Personal Data, in accordance with the defined purpose of processing thereof, that is set out in writing or in a form allowing to make a conclusion about the consent granting. In the area of e-commerce, the Personal Data Subject's consent may be granted in registration within e-commerce subject's information and communication system by the way of a notation on granting the consent to its Personal Data processing, in accordance with the defined purpose of its processing, provided that such system allows no options for the Personal Data processing before the moment of the notation made;

Personal Data processing – any action or cumulative actions, such as the Personal Data collection, registration, accumulation, storage, adaptation, alteration, restoration, utilization and dissemination (distribution, implementation, transfer), anonymization, destruction, including the same with information (automated) system use;

receiver – an individual or legal entity, to which the Personal Data to be delivered, including any third parties;

individual identified – this is the individual, who may be identified directly or indirectly, in particular through identification information as name, identification number, seat data, Internet identifier (online identifier) or via one or several factors

expressing the individual physical, physiological, genetic, mental, economic, cultural or social identity.

Personal Data - information or cumulative findings on the individual identified or which may be identified in particular;

Personal Data Controller – an individual or legal entity empowered by the Personal Data holder or by virtue of the law to process such data on the holder's behalf;

Personal Data Subject – an individual, whose Personal Data is processed;

Third party – any person, except for the Personal Data subject, holder or controller and Ombudsman of Verkhovna Rada of Ukraine on human rights protection, to whom the Personal Data transfer is performed by the Personal Data holder or controller.

2. Scope and objective of the Confidentiality Policy

2.1 AERO DC respects individuals' privacy and Personal Data protection rights. The objective of this Confidentiality Policy is explanation and detailed description how AERO DC collects, utilizes, processes and stores your Personal Data in the course of our operation. The individual initial information sources are as follows: documents issued in his/her name; documents signed by him/her; information provided by a person about itself.

2.2 AERO DC may from time to time update the Confidentiality Policy. When AERO DC makes any updates, AERO DC shall inform you about such updates and make public the Confidentiality Policy updated on our website: aerodc.com.ua

2.3 AERO DC advises to visit our website, to obtain on a regular basis information about the objectives of your Personal Data and on your rights, to monitor how AERO DC collects, utilizes or process your Personal Data.

3. Personal Data to be processed by AERO DC

3.1 AERO DC collects, utilizes and process various Personal Data categories early on and during the course of your business relations with us, as well as upon termination of our business relations. AERO DC shall restrict the Personal Data collection and processing by the data required for the objective pursuing and legitimate basis, as

set out in Section 5 (Five) hereof.

3.2 The Personal Data may, inter alia, comprise essential Personal Data, of which, inter alia: name, IP address and e-mail.

4. How Personal Data to be collected

4.1 Your Personal Data shall be collected from you only.

4.2 When you are a legal entity providing us with any person's Personal Data, or when you are an individual providing us with any person's Personal Data, beside yours, by so doing, you undertake and declare that such person, whose Personal Data is collected, utilized, processed and stored in accordance herewith, was informed to the full extent and granted its express consent in writing to such collection, utilization, processing and storage of his/her Personal Data hereunder, and that he/she was informed about his/her rights pertaining to the Personal Data collected, utilized, processed and stored hereunder.

4.3 AERO DC may collect Personal Data of children or underages (under 18) directly from their parents or conservators.

5. Purpose of your Personal Data processing and such processing legal basis

5.1 AERO DC would be convinced of your full understanding the purpose and legal basis of collection, utilization, processing and storage of your Personal Data. Therefore, in this section AERO DC shall describe the purposes, for which your Personal Data may be used, as well as your Personal Data processing legitimate basis.

5.A Processing purpose

5.A.1 AERO DC shall collect, utilize, process, store and transfer your Personal Data only to where it is required for our legal business and delivery of our services. AERO DC shall process your Personal Data with purpose or in connection with the delivery of professional services to you, to perform our security, quality and risk management assurance activity, as well as to comply with our obligations in law. AERO DC hereinbelow details legal fundamentals, by virtue whereof your Personal Data is processed.

5.B Your Personal Data processing legitimate basis.

AERO DC hereinbelow detailed the legitimate basis, by virtue whereof your Personal Data may be utilized.

Contract performance /contractual need.

5.B.1.1 AERO DC may process your Personal Data, if required for our services contract conclusion with you or for performance of our obligations or commitments under such contract.

5.B.1.2 Based on the contractual need, AERO DC may collect, utilize, process and store data, such as a client's name, IP address and e-mail.

5.B.1.3 Note, if you do not agree to provide us with the data required, based on the contractual need, we, probably, will have to cease or stop delivery of the services to you.

5.B.1 Obligations in law and regulatory obligations

5.B.2.1 When you enter into business relations with us with the purpose of our services delivery to you throughout all your relations with us upon dissolution of your business relations with us as well, AERO DC shall be bound by the law to collect, utilize, process and store particular Personal Data about you.

5.B.2 Legitimate interests of AERO DC

5.B.3.1 AERO DC may collect, utilize, process and store your Personal Data, where this meets our legitimate interests and with no prejudice to your interests or essential rights.

5.B.3.2 AERO DC may process your Personal Data to manage our business, financial affairs, as well as to protect our employees, clients and property. It is for our benefit, to ensure that our processes and system run effectively and AERO DC be capable to operate. The Personal Data processing shall be made for specific and legitimate purposes, defined with the Personal Data Subject's consent or in the cases covered by the Ukrainian Acts, as provided for by the law. No individual data processing is allowed without his/her consent, and this constitutes the confidential information, except for the cases defined by the law, and in the national security interests, welfare and human rights only. When the Personal Data processing is required to protect the Personal Data Subject's vital interests, the Personal Data may be processed without its consent prior to the moment,

when such consent granting is possible. The Personal Data shall be processed in the form allowing identification of the individual, whom it pertains, not longer, than it is required for the legitimate purposes, for which it was collected or processed later on. Any further Personal Data processing with historical, statistical or research purposes may be conducted, provided proper protection thereof.

5.B.3.3 Your Personal Data may be processed with the purpose as follows:

- a. To monitor, maintain and improve internal business processes, information and data, technological and communication solutions, and services;
- b. To ensure business continuity and emergency recovery in emergency situations in the field of information technologies and business;
- c. To provide network and information security, including, inter alia, monitoring of authorized user access to our information technologies with the purpose to prevent cyber-attacks, unauthorized utilization of our telecommunication, trade and other systems and websites, prevention or uncovering of crimes and your Personal Data protection;
- d. To assure management of material risks of the Company;
- e. To perform general, financial and regulatory bookkeeping and accounting;
- f. To protect our legitimate rights and interests;

5.B.3.4 This is for the benefit of AERO DC, to provide you with the most appropriate services. This may require your Personal Data processing, to enable AERO DC to:

- a. Understand own actions, conduct, preferences, expectations and feedback, in order to improve our services, develop new business opportunities and services, as well as to increase up-to-dateness of the services offered;
- b. To monitor and improve the service efficiency and performance capability.

5.B.3.5 Please, note, if you do not agree to provide us with your Personal Data collected, utilized, processed and stored, based on legitimate interests, we, probably will have to cease or terminate to provide the services to you.

5.B.3.6 Consent

5.B.4.1 For specific categories of the Personal Data, as well as for research, statistical and marketing purposes, AERO DC may collect, utilize, process and store the Personal Data in the case only, when an express consent was granted.

5.B.4.2 Based on the consent, AERO DC may collect, utilize, process and store the

Personal Data, for instance, for the marketing purposes.

6. Your rights

- 6.1 AERO DC shall take any and all measures required, to find that you were informed to the full extent.
- 6.2 Access. You are entitled to the access to your Personal Data, including any and all e-mail records and/or SMSs between you and AERO DC kept by AERO DC. In particular, you have the right to know whether any your Personal Data is processed or not by AERO DC, as well as which Personal Data is processed and such processing mode.
- 6.3 Correction. You hold the right to correct any untrue Personal Data and to update incomplete Personal Data. When you consider that any your Personal Data kept by AERO DC is untrue, you are entitled to demand such Personal Data processing restriction and correct discrepancies.
- 6.4 To raise a substantiated demand from the Personal Data holder, with objection to process your Personal Data.
- 6.5 To raise the substantiated demand on alteration or destruction of your Personal Data by any holder and controller of the Personal Data, when such Personal Data is processed illegally or is unreliable.
- 6.6 To protect your Personal Data from unlawful processing and accidental loss, destruction, affection due to concealment, failure to provide or late delivery thereof, as well as to protect from delivery of information being unreliable or discrediting the individual honour, dignity and business image.
- 6.7 To make clauses on restriction of the right to process your Personal Data in the consent granting.
- 6.8 To recall the consent to the Personal Data processing.
- 6.9 To know the mechanism of the automated Personal Data processing.
- 6.10 AERO DC expects that it will manage to resolve any challenges, which may arise before you, nevertheless AERO DC would like to inform you about your right to forward any complaint to the office of Ombudsman of Verkhovna Rada of Ukraine at any time, when you wish.
- 6.11 You have the right to not be exposed to automated decision making. You hold the

right to not incur the decision, based on the Personal Data automated processing only. Currently, AERO DC has no automated decision making concerning your Personal Data.

7. Alterations of your Personal Data utilization mode

7.1 AERO DC shall reserve the right to alter the mode and/or purpose of your Personal Data processing and utilization. Therefore, when AERO DC decides to process and utilize your Personal Data with the purposes different from the purposes, with which such Personal Data was initially collected, processed, utilized and stored, AERO DC shall provide you with any and all required information on such alterations, including a new objective, for which such Personal Data will be utilized and/or processed, as well as all your rights, as set out in Section 6 (Six) hereof.

8. Your Personal Data

8.1 AERO DC may directly communicate with you, to deliver you the information on status, running and servicing of your Personal Data, including any updated information how AERO DC collects, utilizes, processes and stores your Personal Data.

9. How AERO DC utilizes and transfers the Personal Data

9.1 AERO DC shall utilize and transfer your Personal Data in the cases only when it is required for our legitimate business running and/or our services delivery. Your Personal Data may be transferred, utilized, processed and stored by the Group subsidiaries and/or other companies.

10. Transfer to the third parties

10.1 AERO DC may transfer your Personal Data to the receivers and categories of the receivers as follows:

- a. Outside companies providing AERO DC with applications, data processing or IT services, including cloud software, identification management, web site hosting,

data analysis, security and storage services;

- b. Other outside service providers and processors, including filebased storage agencies and companies providing biographical data verification;
- c. Insurance carriers and professional advisers, including legal advisers;
- d. Law enforcement and other public and regulatory authorities and other third parties, in accordance with the requirements of the law in force.

10.2 AERO DC may transfer your Personal Data to the third parties in the cases as follows:

- a. When we obtained your express consent in writing;
- b. This is required for your services;
- c. When it is required by any Competent or any other authority having control or jurisdiction over AERO DC, you or your partners, or in whose territory AERO DC has clients;
- d. In collaboration with the Competent authorities for investigation or prevention of fraud, money laundering or other illegal activities;
- e. In cooperation with credit agencies and fraud prevention agencies, third party authentication service providers, banks and other financial institutions, to verify credibility, fraud prevention, money laundering, identification or verification of the client. For this purpose, they may compare the Personal Data provided by you with any data in any data base (public or other), to which they have access. Furthermore, they may utilize your Personal Data in the future, to assist other companies with the purposes of verification. A search report will be kept by AERO DC;
- f. With any professional adviser of AERO DC, provided that in each case a respective specialist will be informed about confidential nature of such data and also meet liabilities for confidentiality compliance, which are set out herein;
- g. With other service providers, creating, maintaining or processing data bases (whether electronic or not), which offer services for documentation maintenance, e-mail communication services, message exchange services or similar services targeted to assistance to AERO DC in collection, storage, processing and utilization of your Personal Data or communication with you;
- h. With legal successors or purchasers with a prior written notice 5 (Five) business days before;

- i. With such third parties, which AERO DC considers expedient, to help us in assurance of compliance with our legitimate or contractual rights against you, including, inter alia, debt recovery agencies and legal advisers. You undertake that any person listed above may be within or outside Ukraine;
- j. This is required by the law and law enforcement authorities, judicial authorities, financial officers, public authorities, tax or regulatory authorities and/or other competent authorities, whether public or not, howsoever, incorporated or seated within or outside Ukraine;
- k. By means of software, maintenance of platforms or companies providing the cloud hosting.

10.3 Our third parties, to which AERO DC transfers your Personal Data, shall not be allowed to utilize, disclose or transfer any things for any purposes other, than the purpose of the service delivery, as agreed by us.

10.4 AERO DC shall not disclose your Personal Data to the third parties, for marketing purposes without your consent.

10.5 If you wish to obtain your Personal Data copy kept by the third parties or when you want to obtain more detailed information how your Personal Data is collected, utilized, processed or stored by the third parties, please, contact us in writing to e-mail: info@aerods.com.ua

11. Information transfer to the third countries

11.1 AERO DC may transfer the data of the Personal Data holder, after obtaining the consent of such Personal Data holder.

12. Notices

12.1 AERO DC may provide you with any notices or updatings concerning corporate or tax matters, or notices on issues pertaining to the services provided to you by AERO DC. You have the right to demand that AERO DC to send no such notices, by forwarding a request in writing to e-mail: info@aerods.com.ua

13. How long AERO DC stores your data

13.1 AERO DC shall store the Personal Data processed by us, while then AERO DC considers this necessary for the purpose, with which it was collected, in accordance with the requirements of any legal provisions governing AERO DC and/or within such other periods, which may be lawfully reasoned, as the case may be.

13.2 Documentation collected by AERO DC in accordance with our obligations under the respective law shall be stored within 5 (Five) years upon termination of our business relations. Such records will be kept within the period required in accordance with appropriate law governing AERO DC, so as any amendments may be made from time to time

13.3 The Personal Data may be stored within the longer periods, when expanded storage periods are required by the law of by regulatory instruments and/or for establishment, enjoying or protection of our legitimate rights before a court, tribunal or arbitration.

14. Security information

14.1 AERO DC shall endeavour to ensure your Personal Data security. To obtain any additional information about measures taken by AERO DC to protect your Personal Data, contact us in writing to e-mail: [aerodc.com.ua](mailto: aerodc.com.ua)

14.2 In the case of loss or destruction or any other form of non-observance of the Personal Data, which may drive to a high risk of your right breach, AERO DC will communicate with you through the e-mail mentioned in relationship establishment.

15. Personal Data Controller and contact information

15.1 Usually, AERO DC, is the Personal Data Controller. In the case, you have any questions how AERO DC collects, utilizes, processes or stores your Personal Data, to which you found no answers in the Confidentiality Policy, or when you want to bring any complaints to our data protection officer, contact us in writing to e-mail: [aerodc.com.ua](mailto: aerodc.com.ua)