



НОРНИКЕЛЬ

Annex 1

APPROVED
by Order of the President
of PJSC MMC Norilsk Nickel
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PJSC MMC Norilsk Nickel Personal Data Processing Policy

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1. Scope

1.1. This PJSC MMC Norilsk Nickel Personal Data Processing Policy (hereinafter referred to as the Policy) establishes the basic principles and conditions for the processing of personal data (hereinafter the PD) at PJSC MMC Norilsk Nickel (hereinafter the Company), as well as measures to ensure the security of PD in the Company.

1.2. This policy has been developed in accordance with the requirements of Federal Law No. 152-FZ "On Personal Data" dated 27.07.2006 (hereinafter the Law), other federal laws governing the processing of PD, as well as the subordinate laws and regulations of the Russian Federation adopted for enforcement.

1.3. The Policy is aimed at ensuring the rights and freedoms of man and citizen in the processing of PD by the Company, including protection of the rights to privacy, personal and family secret, in accordance with the requirements of the applicable laws of the Russian Federation.

1.4. The Policy is compulsory for all employees of the Company, involved in the processing of PD.

1.5. The Policy is published on the corporate web-site of the Company at: www.nornickel.ru.

2. Referenced Code and Standards

2.1. In the development of the Policy, the following regulatory documents were used:

dated 12.12.93	The Constitution of the RF
dated 30.11.1994 No. 51-FZ	The Civil Code of the RF
dated 26.01.1996 No. 14-FZ	
dated 26.11.2001 No. 146-FZ	
dated 18.12.2006 No. 230-FZ	
dated 30.12.2001 No. 197-FZ	The Labor Code of the RF
dated 31.07.1998 No. 146-FZ	The Tax Code of the RF
dated 19.12.2005 No. 160-FZ	Federal Law "On Ratification of the Council of Europe Convention for the Protection of Individuals with Regard to Automatic Processing of Personal Data"
dated 27.07. 2007 No. 152-FZ	Federal Law "On Personal Data"
dated 01.04.1996 No. 27-FZ	Federal Law "On Individual (Personalized) Record-Keeping in the Statutory Pension Insurance System"
dated 22.10.2004 No. 125-FZ	Federal Law "On Archive-Keeping in the Russian Federation"
dated 21.07.1997 No. 116-FZ	Federal Law "On Industrial Safety of Hazardous Production Facilities"

dated 21.07.1993 No. 5485-1	RF Law "On State Secret"
dated 31.05.1996 No. 61-FZ	Federal Law "On Defense"
dated 12.02.1998 No. 28-FZ	Federal Law "On Civil Defense"
dated 01.11.2012 No. 1119	Decree of the RF Government "On Approval of the Requirements for the Protection of Personal Data During Their Processing in Personal Data Systems"
dated 06.02.2010 No. 63	Decree of the RF Government "On the Approval of the Guidelines and Procedure Regulating the Access of the RF Officials and Citizens to the State Secret"
dated 27.11.2006 No. 719	Decree of the RF Government "On the Approval of the Regulation on the Registration for Military Service"
GOST R ISO/IEC 27001-2006	The National Standard of the Russian Federation "Information Technology. Security Methods and Facilities. Information Security Management Systems. Requirements"
STO GMK-NN 20-002-2008	Corporate Standard "Guidelines, Regulations and Organizational Documents. General Requirements for the Structure and Content"

3. Terms, Definitions and Abbreviations

3.1. This Policy uses the following terms with the respective definitions:

3.1.1. **Automated processing of personal data:** processing of personal data by means of computer technologies.

3.1.2. **Database:** an aggregate of individual materials (articles, calculations, regulations, judicial decisions and other similar materials), systematized in such a way that such materials could be found and processed using an electronic computing machine (computer), represented in a physical form.

3.1.3. **Biometric Personal Data:** information that characterize the physiological and biological qualities of a person, on the basis of which one can establish their identity and which is used by the operator to establish the identity of the subject of personal data.

3.1.4. **Blocking of personal data** temporary termination of the processing of personal data (except where the processing is necessary for the rectification of personal data).

3.1.5. **Personal data system:** an aggregate of personal data contained in databases and the information technologies and hardware ensuring their processing.

3.1.6. **Confidentiality of Personal Data:** the requirement binding on operators and other persons having access to personal data not to disclose personal data to third parties without the consent of the subject of personal data or another legitimate reason.

3.1.7. Person responsible for the organization of personal data processing in the Company: the employee of PJSC MMC Norilsk Nickel appointed by order of the President of the Company responsible for the observance by PJSC MMC Norilsk Nickel and its employees of the Russian Federation laws on personal data, including the requirements for protection of personal data.

3.1.8. Unauthorized Access: access to information, IT systems and components of the IT infrastructure by unauthorized persons, in violation of the access control rules, but using standard tools available in computing equipment or the information system.

3.1.9. (PD) operator: a state body, municipal authority, legal entity or natural person, independently or together with other persons that organize the processing of, or process, PD, as well as the defining the purposes of the PD processing, the scope of the PD to be processed, the actions (operations) to be performed with PD.

3.1.10. Anonymization of personal data: actions making it impossible, without the use of additional information, to identify to which particular subject of personal data the personal data belong.

3.1.11. Processing of personal data: any action (operation) or number of actions (operations) performed with or without the use of automation facilities with personal data, including collection, recording, filing, accumulation, storage, rectification (update, alteration), extraction, use, transfer (distribution, provisioning and access), anonymization, blocking, deletion, destruction of personal data.

3.1.12. Personal data: any information pertaining, directly or indirectly, to a definite or definable natural person (the subject of personal data).

3.1.13. Provisioning of personal data: actions aimed at the disclosure of personal data to a specific person or a specific group of persons.

3.1.14. Dissemination of personal data: actions aimed at the disclosure of personal data to general public.

3.1.15. Special categories of personal data: the personal data relating to the race, national origin, political opinions, religious or philosophical beliefs, health status, intimate life, conviction.

3.1.16. Structural subdivision: a subdivision of the Company in charge of separate processes, functions, works, engaged in the business of the company, but having no economic autonomy within the Company.

3.1.17. Personal data subject: a natural person who is directly or indirectly defined or definable by personal data.

3.1.18. Cross-border transfer of personal data: transfer of personal data to the territory of a foreign state to a public authority of the foreign state, a foreign natural person or legal entity.

3.1.19. Third parties: any natural persons that are not employees of the Company, any legal entities, associations thereof, officials, public and municipal authorities and other persons with which the Company enters into any legal relationship.

3.1.20. Information security threat: a combination of conditions and factors indicative of the existence of a potential or actual danger associated with the release of the information security risk.

3.1.21. Destruction of Personal Data: actions that make impossible to restore the contents of personal data in the personal data system and/or as a consequence physical media containing personal data are destroyed.

3.2. In this Policy, the following abbreviations shall be used:

Law	Federal law No. 152-FZ "On Personal Data" dated 27.07.2006
PDS	Personal Data System
Company	PJSC MMC Norilsk Nickel
RDs	Regulating documents (guidelines, regulations and organizational documents)
PD	Personal Data
Policy	PJSC MMC Norilsk Nickel Personal Data Processing Policy
RF	Russian Federation

4. Fundamental Principles

4.1. In the course of its business the company, acting, in accordance with the provisions of the Law, as a PD operator, shall ensure compliance with the statutory principles of PD processing, as described in pp. 4.1.1 - 4.1.7 of this Policy.

4.1.1. PD shall be processed on a lawful and fair basis.

4.1.2. The PD processing shall be limited to the achievement of specific, pre-defined and legitimate purposes. PD shall not be processed otherwise than for the purposes of the PD collection.

4.1.3. Databases containing PD, which are processed for the incompatible purposes, may not be combined.

4.1.4. Only those PD that meet the purposes of their processing are to be processed.

4.1.5. The nature and scope of the PD to be processed shall be consistent with the declared purposes of processing. The PD to be processed shall not be excessive in relation to the declared purposes of their processing.

4.1.6. In the processing of PD, their accuracy, sufficiency and, if necessary, relevance in relation to the purposes of the PD processing shall be ensured. The Company shall take the necessary measures to remove or update incomplete or inaccurate PD.

4.1.7. PD shall be stored in the form that makes it possible to identify the PD subject no longer than required for the purposes of the PD processing, unless the PD storage period is set by a federal law or an agreement to which or under which the PD subject is a party, the beneficiary or guarantor. The PD being processed shall be destroyed or anonymized on achieving the purposes of the processing or in the event such purposes are no longer relevant, unless otherwise provided in a federal law.

4.2. The requirements for the processing and protection of security of PD in the Company are defined by:

- provisions of the Council of Europe Convention for the Protection of Individuals with Regard to Automatic Processing of Personal Data ratified by the Russian Federation;
- requirements of the PD laws of the Russian Federation, guidelines and regulations of the Company and organizational documents of the Company;
- provisions of the RF Labor Code;
- subject to the assessment of harm which may be caused to the PD subjects in case of violation of the applicable laws of the Russian Federation;
- subject to the Russian and international standards in the field of information security.

4.3. In order to comply with the statutory requirements of the Russian Federation with relation to PD, the Company employs the following processes associated with the processing and protection of security of PD:

- organization of PD processing;
- interaction with the PD subjects;
- liaising with public authorities;
- raising of awareness of PD users¹;
- protection of security of PD;
- control of compliance with the requirements in the sphere of PD processing and protection.

5. Objects and Subjects of the Policy

5.1. The objects of the Policy are:

- PD processed in the Company;
- PDSs functioning in the Company;
- requirements for the protection of PD security during their processing in the PDSs and PD protection systems functioning in the Company;
- guidelines, regulations and organizational documents of the Company in the field of PD.

5.2. For the purposes of the organization, control of processing and protection of security of PD in the Company, the following parties have been identified as the subjects of the Policy:

- Person responsible for the organization of PD processing in the Company;
- Persons responsible for the protection of PD security in the Head Office, branches or representative office of the Company;
- Commission for the protection of PD security in the Company.

5.3. The person responsible for the organization of PD processing shall receive instructions directly from the President of the Company. The person responsible for the organization of PD processing shall be provided with the data specified in Article 22(3) of the Law.

¹ PD users shall include all employees of the Company involved in, and admitted to, the processing of PD.

5.4. The person responsible for the organization of PD processing in the Company shall perform the following functions:

- organize the development of the Company RDs on the processing and protection of security of PD;
- consolidate the list of PD processing operations and the list of the PDSs of the Company and the Russian organizations within the corporate structure of Norilsk Nickel;
- organize the implementation of the IS internal control and/or audit measures to check the compliance of PD processing with the requirements of the RF laws and the approved RDs of the Company in the field of PD;
- assess the harm that may be caused to the PD subjects in case of breach of the provisions of the Law, the ratio between such harm and the measures taken by the Company in order to ensure the performance of its statutory obligations;
- organize the security protection of the premises in which the PDSs are based, preventing possible uncontrolled intrusion or presence in such premises of persons who are not authorized to access such premises;
- organize the contacts, on behalf of the Company, with the Competent Authority for the protection of the rights of PD subjects and other competent authorities as required by the PD laws of the Russian Federation, including the engagement of law officers in the Head Office/branches/representative office of the Company;
- organize the execution and submission to the Competent Authority for the protection of the rights of PD subjects, within the term established by the Law, of the notice about the processing of PD by the Company (the Company's intention to process PD) or a letter of information about amending the details recorded in the registry of PD processing operators;
- systematically check that the Company is included in the annual summary plan of scheduled inspections of business entities for compliance with statutory requirements in the field of PD processing;
- elaborate and develop the awareness-raising plan and program regarding the processing and protection of security of PD.

5.5. In order to protect the security of PD, the person responsible for the organization of PD processing in the Company shall ensure:

- involvement of the Company executives - the organization of the processing and protection of security of PD shall be initiated and monitored at the level of the Company leaders;
- conformity of the PD security measures with the statutory requirements of the Russian Federation and the Company RDs in the field of PD;
- use of a combination of organizational and technical measures to ensure the security of PD;
- raising the awareness of the persons admitted to the processing of PD of the protection of security of PD;
- continuous improvement of the PD security processes.

5.6. The persons responsible for the protection of PD security in the structural subdivisions of the Company shall perform the following functions:

- organize the work to ensure the security of PD;

- organize the development and commissioning of the PD protection system, bring forward proposals for the modernization of the PD protection system;
- organize the IS incident management in the PDSs;
- organize inspections for the conformity of the processing and protection of security of PD with the statutory requirements of the Russian Federation and the Company RDs in the field of PD;
- organize instruction of the Company employees on the statutory requirements of the Russian Federation in the field of PD security and on the Company RDs on PD security.

5.7. Commission for the protection of PD security shall perform the following functions:

- initiate and take the measures to identify the key information about PDSs;
- determine the required level of PD security during their processing in PDSs;
- organize and carry out legal assessment of the possibility to set up (upgrade) a PDS, including subject to the requirements of the laws of the Russian Federation and the Company RDs;
- assess the harm which may be caused by the PD subjects in case of violation of the applicable PD laws of the Russian Federation;
- organize the deletion or destruction of PD, including the destruction of paper carriers of PD.

6. Basic Provisions on PD Processing

6.1. The processing of personal data in the Company shall include any action (operation) or a number of actions (operations) performed with or without the use of automation facilities with PD, including collection, recording, filing, accumulation, storage, rectification (update, alteration), extraction, use, transfer (distribution, provisioning and access), blocking, deletion, destruction of PD.

6.2. The Company may process any biometric PD only having the written consent of the PD subject.

6.3. The Company shall carry out the processing of PD where required by the Law.

6.4. The Company shall process special categories of PD where required by the Law.

6.5. The Company may process the PD regarding conviction of the PD subject in the events and in the manner to be determined in accordance with federal laws of the Russian Federation.

6.6. The processing of PD shall be discontinued once one of the following conditions is met:

- achievement of the PD processing purposes and expiry of the maximum periods of storage of the documents that contain them;
- no further need for the achievement of the PD processing purposes;
- detection of unlawful processing of PD;
- withdrawal by the PD subject of their consent to the processing of PD, except where otherwise provided in the PD laws of the Russian Federation.

6.7. The company may carry out cross-border transfers of PD. Prior to the cross-border transfer of PD, the Company shall make sure that the foreign state to

the territory of which the PD are to be transferred provides adequate protection of the rights of the PD subjects. Cross-border transfers of PD to the territories of the foreign states that do not provide adequate protection of the rights of the PD subjects are allowed on the following conditions:

- existence of the written consent of the PD subject for the cross-border transfer of their PD;
- as provided in international treaties of the Russian Federation;
- performance of a contract to which the PD subject is a party;
- protection of life, health and other vital interests of the PD subject or other persons where it is impossible to obtain the written consent of the PD subject;
- under federal laws, if this is necessary in order to protect the foundations of the constitutional system of Russian Federation, maintain the national defense and security of the state, as well as ensure the security of the sustainable and safe operation of the transport system, to protect the interests of individuals, society and the state pertaining to the transportation industry from any acts of unlawful interference.

6.8. The Company may create and use public sources of PD, which include PD of the PD subjects upon their written consent. The Company guarantees the exclusion from public sources of PD of any information about the PD subject at any time at the request of the PD subject or by decision of a court or other competent state authorities.

6.9. The company may process PD using automation facilities and without the use of automation facilities.

7. Information about the Company's Respect for the Statutory Rights of the PD subjects

7.1. In the processing of PD, the Company guarantees the respect for all legitimate rights of the PD subjects.

7.2. In order to access their PD in accordance with the provisions of article 14 of the Law, the PD subject, as well as their legal representative, may send an official request to access their PD in line with the provisions of article 14 of the Law.

7.3. Requests for the provision of information about the processing of PD, as well as requests for the rectification, alteration or termination of the processing of PD and withdrawals of the consent to the processing of PD shall be sent by an official letter to the address of the Company recorded in the Uniform State Register of Legal Entities, or to the following address: Russian Federation, 123100, Moscow, 1st Krasnogvardeyskiy pereulok 15. To expedite their consideration, copies of requests and withdrawals of consent may, at the discretion of the PD subject, be sent to the email address personal-data@nornik.ru.

7.4. The Company shall not process any PD without the prior consent of the PD subject for the purposes of promotion of goods, works and services on the market, as well as for political solicitation.

7.5. The Company shall not make decisions that give rise to legal consequences in respect of the subject of personal data or otherwise affecting their rights and legitimate interests, solely on the basis of the automated processing of PD.

7.6. For the realization and protection of their rights and legitimate interests, the PD subject has the right to contact the Company. The Company shall consider any appeals and complaints on the part of the PD subjects, thoroughly investigate violation events and take all measures necessary for their immediate remedy, making the offenders subject to penalties and the settlement of disputes and conflict situations out of court.

7.7. The PD subject may appeal against the actions or omissions of the Company by petitioning the competent authority for the protection of the rights of PD subjects.

7.8. The PD subject has the right to the protection of their rights and legitimate interests, including the compensation for damages and/or moral harm by a court order.

8. Information about the Measures Taken to Ensure Performance by the Company of Operator Duties in the Processing of PD

8.1. The Company shall take measures necessary and sufficient to ensure the performance of the duties imposed on it under the applicable PD laws of the Russian Federation, including:

8.1.1. The Company shall publish and regularly update the documents defining the Company's policy with regard to the processing of PD, the guidelines and regulations setting forth the rules for the PD processing, as well as the guidelines and regulations laying down the procedures aimed at the prevention and identification of violations of the PD laws of the Russian Federation and the elimination of the consequences of such violations.

8.1.2. The Company shall employ the organizational and technical measures to ensure the security of PD, in accordance with Article 19(2) of the Law, including:

- identification of threats to the security of PD during their processing in the PD systems;
- implementation of the technical and organizational measures ensuring the security of PD during their processing in PD systems as is necessary to meet the requirements for the protection of PD, the satisfaction of which ensures the PD protection levels established by the Government of the Russian Federation;
- use of the information security tools duly subjected to the conformity assessment procedure, where reasonably required;
- assessment of the effectiveness of the PD security measures put in place prior to the commissioning of a PD system;
- record-keeping of machine-readable PD carriers;
- identification of the occurrences of unauthorized access to PD and taking of the appropriate measures;
- restoration of PD, modified or destroyed as a result of unauthorized access to them;
- establishment of the rules of access to the PD processed in the PD system, as well as registration and keeping track of all actions with PD in the PD system;
- control of the PD security measures put in place and the level of protection of the PD systems.

8.1.3. The Company shall control the conformity of PD processing with the requirements of the PD laws of the Russian Federation and the PD protection requirements.

8.1.4. The Company shall assess the harm that may be caused to the PD subjects in case of breach of the Law and the ratio between such harm and the measures taken by the Company in order to ensure the performance of its statutory obligations.

8.1.5. The Company employees, directly engaged in the processing of PD, shall be made aware of the provisions of the PD laws of the Russian Federation, including the requirements for the protection of PD, the documents defining the PD processing policy, the guidelines and regulations of the Company regarding the processing of PD and protection of the PD security and/or undergo corresponding training.

8.1.6. In the collection of PD, the Company shall ensure recording, filing, accumulation, storage, rectification (update, alteration), retrieval of the RF citizens' PD using the databases located in the territory of the Russian Federation.

8.1.7. The Company undertakes to produce the Company's RDs on the processing and protection of the security of PD and/or otherwise confirm the adoption of the above measures at the request of the competent authority for the protection of the rights of PD subjects.

8.1.8. The Company shall perform its duties arising when it is contacted by a PD subject or their representative, as well as the competent authority for the protection of the rights of PD subjects, in accordance with the provisions of the Law.

8.1.9. The Company shall perform its duties to remedy violations of the laws of the Russian Federation committed during the processing of PD and to rectify, block and destroy PD in accordance with the provisions of the Law.

9. Liability

9.1. Liability for the improper organization and the lack of control over the performance of the requirements of this Policy shall be assumed by the person responsible for the organization of PD processing.

9.2. Liability for late amendment of this Policy shall be assumed by the person responsible for the organization of PD processing.