

PRIVACY POLICY OF THE GROUP OF COMPANIES COLLEGIA

The group of companies COLLEGIA, with a common goal in a professional, safe manner and in good faith to protect interests of our clients providing them the highest quality services, includes:

- UHY BusinessCollegia audit firm (“UHY BusinessCollegia” Limited Liability Company, TIN 191922779);
- Valuers’ Collegia valuation firm (“Valuers’ Collegia” Limited Liability Company, TIN 190837249);
- Collegia law firm (“Collegia” Additional Liability Company, TIN 190068288).

We continuously take care to maintain the confidentiality of our clients’ personal data. In this regard, we have developed a privacy policy that includes the rules for collection, use, management, disclosure, transfer and storage of personal data that we become aware of when communicating with our clients and providing them services. This privacy policy applies to any company that is part of the group of companies COLLEGIA and it is developed in accordance with the legislation of the Republic of Belarus, as well as international law.

Please, pay attention to this document and familiarize yourself with our privacy policy regarding the use of your personal data.

I. How we obtain personal data:

We obtain your personal data when you:

- 1) visit our website www.collegia.by, all its pages and materials, as well as our pages on social media sites: <https://www.facebook.com/collegia.by/> and https://www.instagram.com/collegia_group/. You can visit all the above mentioned information recourses without providing us your personal data, however, when addressing us through “Contact Form” or “Direct”, we ask you for your personal data;
- 2) send your personal data to our corporate e-mail address info@collegia.by, and to any corporate e-mail address on @collegia.by domain;
- 3) make a telephone call or address us by any other means available;
- 4) subscribe to our email newsletters;
- 5) through other possible means not specified in this clause.

II. Personal data we collect and process:

When you communicate with us through our website and corporate email for the purpose of obtaining personalized services and professional advice, we collect and process the following personal data: your full name; your place of work or information about the company you represent; your contact telephone number and e-mail address.

In addition to the above information, we can also collect and process such personal data as your photo, date of birth, city of residence, information about your professional activities, including information about your training, work experience, specialization and other biographical details.

The foregoing list of personal data is not exhaustive and can be supplemented.

III. Purposes of collecting personal data:

- to identify you as our Client;
- to provide professional and personalized services directly to you;
- to maintain contact with you, as well as provide answers to your questions and/or inquiries, process your applications, requests, etc.;
- to send newsletters;
- to consider you for a certain position in our team for further employment or internship;
- to conduct statistical and other studies based on anonymized data;
- to create a database of our website users.

IV. Personal data processing procedures and retaining period:

Your personal data will be processed for the period necessary to achieve the purpose for which such data is collected, in any legal way, including personal data information systems with or without the use of automation facilities. Once such purposes have been achieved, or where you have withdrawn your consent for the collection and processing of personal data, we will delete your personal data within a period stipulated by the legislation of the Republic of Belarus.

We do not disclose your personal data, except for the following cases:

- it is required to follow your instructions;
- we have your separate consent to do so (or we believe we have such consent);
- we have a good faith belief that disclosure is permitted by law, or when there is a reasonable need for such disclosure;
- on the grounds and in accordance with the procedure established by the legislation of the Republic of Belarus, it is required to transfer your personal data to the competent public authority of the Republic of Belarus.

In case of loss and/or disclosure of your personal data, we will immediately inform you of such loss or disclosure.

We take all necessary organizational and technical measures to protect your personal data from unauthorized or accidental access, destruction, modification, blocking, copying, dissemination, as well as from other illegal actions of third parties.

V. Cookie files policy:

In order to improve our website performance and your user experience, we may use the cookie technology. A cookie is a text file stored in your browser through which we can learn about your visiting our website and save your preferences regarding our website. We use technical cookie files needed for the website's proper functioning and correct use of opportunities offered by it, as well as marketing cookie files needed for statistical and advertising purposes. You can change the settings on your devices and disable cookies, however, we remind you that in this regard, some functions of the website may operate improperly or not operate at all. Cookie files are not transferred to third parties.

VI. With regard to personal data, you have the right to:

- withdraw your consent to the processing of your personal data by sending an electronic letter to info@collegia.by;
- be free from any coercion to provide personal data;
- review your personal data;
- have your personal data kept confidential and non-disclosed;
- have your personal data protected;
- consent to any further transfer of personal data;
- have your personal data erased;
- cancel your subscription to email marketing of the group of companies COLLEGIA or any of its companies, subject to the instructions sent to you at the email address you provided.

VII. Final provisions:

Your use of our corporate website and other resources means that you automatically consent to this Privacy Policy and your personal data processing terms. You have been informed and agree that your consent given in the specified form is a consent that fully meets the personal data legislative requirements and confirms the fact of its receipt by COLLEGIA.

We may change this Privacy Policy from time to time without your consent. If we make changes, we will notify you by posting the latest version on www.collegia.by.

This Privacy Policy applies only to the website and information resources of the group of companies COLLEGIA. We do not control and are not responsible for third party websites, links to which may be available on our site and to which pages you can go using such links. We recommend that you should review the terms of use and privacy policy of all third party websites you visit.

Should you have any questions with regard to collection, processing and use of your personal data or any questions with regard to this Privacy Policy, please contact us via e-mail info@collegia.by.