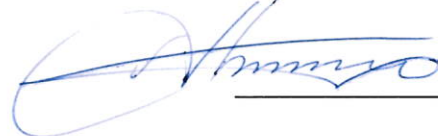




**Joint Stock Company**  
**Caspian Pipeline Consortium – R**

**APPROVED BY**  
**General Director**

  
\_\_\_\_\_  
N. Gorban

**REGULATIONS ON PROCESSING AND PROTECTING PERSONAL  
DATA AT JSC “CPC-R”**

**Revision No.2**

Put in effect by Resolution Out-B-CPCR-0165-2018 dd 18.09.2018  
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## 1. Purpose

1.1. These regulations on personal data processing and protection (the “Regulations”) outline the procedures for collecting, storing, processing, transferring and otherwise using personal data at JSC Caspian Pipeline Consortium-R (the “Company”).

## 2. Scope of application

2.1. Requirements hereof shall be applicable to all JSC CPC-R employees.

## 3. Regulatory references

3.1. These Regulations have been developed in accordance with Russian law for processing personal data.

## 4. Terms, definitions and abbreviations

4.1. Terms and Abbreviations used here are given in Table1.

Table 1 – Terms and Abbreviations

№	Term / Abbreviation	Definition of term / abbreviation
1	<b>The automated processing of personal data</b>	is the computer-assisted processing of personal data
2	<b>The blocking of personal data</b>	is the temporary suspension of processing operations on personal data (except for updating personal data)
3	<b>Personal data protection</b>	is a set of organisational and technical measures designed to protect personal data from unauthorised access, destruction, alteration, blocking, copying, disclosure, or distribution
4	<b>IT systems for processing personal data/ “IT systems”</b>	is the totality of the personal data contained in databases plus the IT systems used to process the data
5	<b>Personal data confidentiality</b>	is a mandatory requirement for Company or any party not to disclose personal data to any third parties or to distribute it without the data subject’s consent, unless there are lawful grounds to do so
6	<b>The depersonalization of personal data</b>	is any action that renders it impossible to attribute personal data to a particular data subject without using supplementary information
7	<b>The processing of personal data</b>	is any automated or manual operation performed on personal data, including collecting, recording, systematising, gathering, storing, verifying the accuracy of (updating, altering), extracting, using, transferring (distributing, providing access), depersonalising, blocking, deleting or destroying personal data
8	<b>An operator</b>	is a legal entity that, independently or in cooperation with other entities, organizes or conducts the processing of personal data. Operators are responsible for determining the purpose for processing personal data, the content of personal data to be

<b>№</b>	<b>Term / Abbreviation</b>	<b>Definition of term / abbreviation</b>
		processed and the specific operations to be performed on personal data. The Company acts as an operator that organizes and conducts the processing of personal data, as well as determines the content of the personal data and the purposes for its processing
9	<b>Personal data/PD</b>	is any information that directly or indirectly relates to an identified or identifiable individual (data subject)
10	<b>The provision of personal data</b>	is any operation intended to disclose personal data to a certain party or group of parties
11	<b>The distribution of personal data</b>	is any operation intended to disclose personal data to an indefinite group of parties
12	<b>A data subject</b>	is an individual that can be identified, directly or indirectly, by reference to their personal data. In these Regulations, data subject refers to any of the following: (i) individuals employed by the Company (employees); (ii) individuals applying for vacant positions at the Company; (iii) individuals providing services or performing work under fee-based service agreements; (iv) interns; (v) visitors to the Company; (vi) relatives of the Company’s employees (when signing up for voluntary medical insurance contracts); and (vii) recipients of alimony payments; individuals designated the beneficiaries under the employees’ accident and health insurance agreement; individuals designated the successors under the non-state pension provision agreement
13	<b>The destruction of personal data</b>	is any operation that makes it impossible to recover personal data from IT systems or that leads to the destruction of media that store personal data

## 5. Principles for processing personal data

5.1. Personal data at the Company shall be processed according to the following principles:

- Databases containing personal data that is processed for different objectives are to remain separate from one another.
- Only the personal data necessary for the particular operation and objective at hand shall be processed.
- Personal data must be processed in a lawful and reasonable manner.
- The processing of personal data is to be limited to certain predefined and lawful purposes. Personal data may not be processed without a clear objective for doing so.
- The personal data used for any particular processing operation must be accurate, sufficient and relevant.
- Personal data shall be stored in such a way so as to enable the timely identification of the data subject, and for no longer than is required for meeting the processing objectives, unless a specific storage period is stipulated by federal law, or by an agreement to which the data subject is a party or under which the data subject acts as a beneficiary or guarantor. Personal data shall be destroyed or depersonalised once the objectives for processing the personal data have been achieved or no longer need to be achieved, unless otherwise stipulated by federal law.

5.2. The Company shall regularly analyse whether the procedures for processing personal data meet the above principles. Such analysis must be carried out in the following cases:

- when the existing procedures for processing personal data change or new procedures are created;
- when existing IT systems are modified or new IT systems are created;
- when the regulatory framework affecting the principles and procedures for processing personal data at the Company change;
- when executing internal controls to evaluate compliance with these principles.

## **6. Objectives for processing personal data**

6.1. The processing of personal data may be carried out solely with the aim of (i) ensuring legal and regulatory compliance; (ii) assisting with employment, training and promotion; (iii) ensuring the personal safety of data subjects; (iv) controlling the quantity and quality of work performed; (v) ensuring the safeguarding of property belonging to the Company, employees, and third parties; and (vi) signing voluntary medical insurance contracts.

6.2. Personal data related to the data subject's health may be processed only upon the written consent of the data subject, or in other cases as stipulated by Russian law.

## **7. Rules for processing personal data**

### **7.1. Methods for processing personal data**

7.1.1. The Company uses the following methods to process personal data:

- automated processing;
- manual processing (non-computer assisted);
- mixed processing.

### **7.2. List of operations performed on personal data**

7.2.1. The Company conducts the following operations on personal data: collecting, recording, systematising, accumulating, storing, verifying (updating, modifying), extracting, using, transferring (distributing, presenting, accessing), depersonalising, blocking, deleting and destroying personal data.

### **7.3. Collecting personal data**

7.3.1. The Company receives personal data as follows:

- Directly from data subjects;
- From a third party in order to honour contractual commitments or comply with Russian regulations, as well as in other cases when it does not contradict Russian law.

7.3.2. The Company obtains consent for processing personal data from data subjects, as per the consent forms in Appendix 1 - 8, 10 - 15.

7.3.3. Processing the personal data of data subjects without first obtaining their consent may be allowed in the following circumstances:

- the processing of the personal data is required to execute a contract to which the data subject is a party, or to conclude a contract at the initiative of the data subject;

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- the processing of the personal data is required to protect the life, health or other vital interests of the data subject, where it is impossible to obtain the consent of the data subject;
- the personal data to be processed has been made publicly available by the data subject;
- other cases expressly stipulated by Russian law.

7.3.4. Where the Company receives personal data from a third party, the Company provides to data subjects the following information about the receipt of their personal data:

- the Company's name and physical address;
- the objective and legal grounds for processing their personal data;
- the intended users of the personal data;
- the rights of the data subject;
- the source of the personal data.

7.3.5. The information mentioned above in paragraph 7.3.4 may be withheld from data subjects in the following circumstances:

- the data subject has been notified that their personal data is being processing by the respective third-party operator;
- the personal data has been obtained on the basis of federal law, or in relation to an agreement to which the data subject is a party or under which the data subject acts as a beneficiary or guarantor;
- the personal data has been made publicly available by the data subject, or obtained from a publicly available resource;
- the processing of personal data is being conducted for statistical or other research purposes, provided that it does not violate the rights and legal interests of the data subject;
- the provision of the above details to the data subject would violate the rights and legal interests of third parties.

#### 7.4. **Logging, aggregating, verifying, systematising and storing personal data**

7.4.1. The Company logs, aggregates, verifies and systematises personal data as follows:

- copying original documents;
- obtaining original documents;
- making data records (on paper and in automated databases);
- storing data on media.

7.4.2. The Company stores personal data in such a way as to enable the identification of the data subject, and for no longer than is necessary for meeting Company objectives and for complying with Russian regulations on document retention.

7.4.3. Where manual processing takes place, personal data that is processed for different processing objectives must be stored separately.

7.4.4. Personal data retention periods are defined by Russian law and depend on the content of the personal data and the objectives for its processing.

#### 7.5. **Depersonalising personal data**

7.5.1. The Company may depersonalise personal data where practical. The depersonalisation of personal data must be conducted in such a way as to prevent any adverse impact on the Company's operations for processing personal data.

7.5.2. The Company stops treating personal data as confidential in the following circumstances: (i) when personal data has been depersonalised; (ii) when the document retention period stipulated by Russian law has expired; and (iii) when otherwise stipulated by Russian law.

## 7.6. **Blocking personal data**

7.6.1. The blocking of personal data takes place in the following circumstances:

- where unlawful processing of personal data has been identified;
- where inaccurate personal data has been identified;
- where it appears impossible to destroy personal data.

7.6.2. The personal data of a data subject may be temporarily unblocked in order to comply with Russian law.

7.6.3. The personal data of a data subject may be unblocked only after the rationale for blocking the data is no longer in effect.

## 7.7. **Destroying personal data**

7.7.1. Personal data shall be destroyed in the following circumstances:

- where a data subject (or their official representative) submits any evidence that confirms that the personal data was obtained illegally or is not needed for achieving the declared processing objective;
- where it has been identified that the personal data was processed unlawfully;
- where the objective for processing the personal data has been achieved or no longer needs to be achieved;
- where the data subject has submitted a specific request, unless such a request contradicts relevant Russian legislation;
- where the competent authority for the protection of the rights of data subjects has issued specific instructions to do so;
- where the personal data retention period has expired.

7.7.2. Requests submitted by data subjects to destroy their personal data are processed in accordance with the Company's internal policies.

7.7.3. Personal data is to be destroyed by a designated team. The composition of such team is to be defined by the person responsible for the processing of personal data, with account taken of the content, storage locations and methods for processing the personal data to be destroyed. The destruction of personal data is to be documented.

7.7.4. Personal data media are to be destroyed in accordance with the requirements for destroying confidential information carriers, as stipulated by the Company's policy on managing information security.

## 7.8. **Processing the personal data of job applicants and employees**

7.8.1. When a person applies for a vacancy, the Company obtains their written consent for processing their personal data in order to screen the candidate.

7.8.2. If hired, the candidate provides the following documents containing their personal data:

- Passport or other identification document;
- Service record book, unless this is the employee's first job or the employee is hired part-time;

- Mandatory pension insurance certificate;
- Military service records (for persons subject to reserve service or the draft);
- Academic diplomas or other educational documents that indicate the employee's qualifications or specialisation (i.e. when hired for a job that requires special expertise or a particular background);
- In certain circumstances, depending on the specific operating context, Russian law might require that additional documents be provided when signing an employment agreement.

7.8.3. In order to be eligible for social benefits provided under the Company's policies in the course of employment, an employee might be required to provide documents on the following, as stipulated by Russian law:

- Number and age of children;
- Pregnancy;
- Disability;
- Blood donation;
- Family composition;
- Income from previous place of work;
- Necessity to care for a sick family member;
- Fulfilment of obligations pursuant to an active court ruling;
- Other.

7.8.4. Employees are entitled to refuse to provide the above information. In this case, the employee is required to notify the HR department in writing of waiving their eligibility for a specific benefit.

7.8.5. Once the decision to hire an employee has been made and thereafter in the course of employment, the documents containing an employee's personal data also include the following:

- Employment agreement and employment order;
- Awards and disciplinary orders;
- Orders on amending an employment agreement;
- T-2 unified form;
- Other documents.

7.8.6. HR staff are responsible for filling in, storing and issuing service record books (or copies thereof) and other documents featuring employee personal data. These responsibilities are formalised in internal company policies and in the job descriptions of the HR staff. A template of an employee request for copies of their HR records is enclosed in Appendix 9.

## 7.9. Special considerations regarding the manual processing of personal data

7.9.1. When using forms or other document templates where the nature of information is such that it suggests or acknowledges that they include personal data, the following conditions are to be met:

- The forms or documents (instructions for completion, cards, registers and logs) should contain the following information: (i) the objective for manually processing the personal data; (ii) the Company's details; (iii) the name and address of the data subject; (iv) the source of the personal data; (v) the processing period; (v) the list of operations performed using personal data; and (vi) an overview of the methods used for processing the personal data;
- The forms should contain a field where the data subject can tick off their consent to the manual processing of their personal data (where a written consent thereto is required);



- The design of the form should enable a data subject to read the information without violating the rights and legal interests of any other data subjects;
- The form should not include any combination of fields for entering personal data if the purposes for processing such data are knowingly inconsistent.

7.9.2. The following conditions shall be observed when maintaining logs (registers, books) containing the personal data that is required for providing visitors with one-time access to the Company's premises or for other similar purposes:

- The requirement to maintain such logs (register, book) is supported by a respective order. The order should contain the following information: (i) the objective for the manual processing of the personal data; (ii) the methods for requesting the information from data subjects; (iii) the list of persons (by name or by position) who have access to data media and who are responsible for maintaining and safeguarding the log (register, book); (iv) the time frame for processing the personal data; and (v) any arrangements whereby a data subject is allowed to access the Company's premises without verifying the authenticity of their personal data;
- The personal data of each data subject may be entered into the log (book, register) only one time for each visit to the Company's premises.

## **8. Dealing with personal data subjects and third parties**

**8.1. When transferring personal data, the Company ensures that the following requirements are met:**

8.1.1. Personal data cannot be disclosed to third parties without the consent of the data subject, unless such disclosure is necessary to counter a threat to the life and health of the data subject or as otherwise stipulated by Russian law.

8.1.2. Where personal data of a certain employee or a certain group of employees at the Company is distributed, the disclosure of personal data of other employees at the Company shall not be allowed.

8.1.3. Personal data can be passed on to the personal representatives of data subjects as per the procedure stipulated by Russian law and these Regulations, with such information limited only to those personal data that these representatives need to perform their functions.

**8.2. Dealing with data subjects**

8.2.1. Data subjects are entitled to receive information relating to the processing of their personal data.

8.2.2. In the course of processing their personal, data subjects may be provided with the following information (upon their request and depending on the content of such request):

- confirmation that their personal data has been processed;
- legal grounds and objectives for processing their personal data;
- methods used for processing their personal data;
- the Company's legal name and physical address, details of parties (apart from the Company's employees) that have access to their personal data or to whom their personal data can be disclosed under an agreement with the operator or under federal law;
- the data subject's processed personal data and the source of their personal data, unless another procedure for providing the data is stipulated by federal law;
- the time frame for processing their personal data, including how long the data will be stored;

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- the procedures by which the data subject may exercise their rights, as stipulated by federal law and regulations on personal data;
- information about the completed or intended cross-border transfer of their personal data;
- the name and address of the entity (or full name of the person) contracted to process personal data, if the processing is or will be contracted out;
- other details that may need to be disclosed under Russian law.

8.2.3. The data subject is entitled to require the Company to update, block, or destroy their personal data (if it is not complete, inaccurate, procured illegally or is no longer needed for the declared processing objective).

### 8.3. Dealing with third parties

8.3.1. Relations with public regulatory and supervisory authorities are governed by respective federal laws and regulations issued by regulatory authorities and other regulations.

8.3.2. Personal data may be transferred to a third party, subject to the data subject’s consent through the issuance of an agreement that ensures the confidentiality and security of the processing operations (if personal data is transferred to a third party that independently determines the objectives, content, and operations to be performed on personal data), as well as on the basis of an individual data processing agreement (for which the objectives, content and operations to be performed on personal data are determined by the Company). The requirements for outsourcing the processing of personal data are set forth in paragraph 8.4.

8.3.3. Responsibility for complying with contracts related to the confidentiality and security of processing personal data (as well as for ensuring the receiving party meets the requirements) rests with the person designated as responsible for processing personal data at the Company.

### 8.4. Contracting the processing of personal data

8.4.1. The Company may contract out the processing of personal data to third parties, as well as process personal data on behalf of other personal data operators.

8.4.2. The Company contracts out the processing of personal data to third parties only with the data subject’s consent, unless otherwise stipulated by Russian law, provided that the entity processing the personal data on behalf of the Company complies with the principles, rules and security standards for processing personal data, as stipulated by Russian law. Entities that process personal data on behalf of the Company are not obliged to obtain the data subject’s consent.

8.4.3. When processing personal data on behalf of third parties, the Company must comply with the personal data security requirements set forth by respective agreements.

8.4.4. Agreements on processing personal data must set forth the following:

- the list of operations with personal data to be conducted (the list of operations should not contradict the objectives and actions provided to the data subject in the agreement with the operator, the consent form or other respective documents);
- the processing objectives (the objectives should not contradict the objectives provided to the data subject in the agreement with the operator, the consent form or other respective documents);
- the obligation to keep the personal data confidential and secure;
- the requirements for protecting personal data (the protection requirements should not be stricter than the operator’s own).

8.4.5. If the processing of personal data is contracted out to third parties, the Company shall be liable before the data subject for the actions of the third party. Any third party that processes personal data on behalf of the Company shall be liable before the Company.

## 8.5. Transferring personal data across borders

8.5.1. Before executing any cross-border transfer of personal data, the Company must verify that any foreign country to which personal data is transferred provides an adequate level of protection for the rights of data subjects.

8.5.2. The cross-border transfer of personal data to foreign countries that do not provide an adequate level of protection for the rights of data subjects may take place under the following circumstances:

- 1) the data subject gives their written consent to the cross-border transfer of their personal data;
- 2) the cross-border transfer of data is stipulated under international treaties to which Russia is a party;
- 3) the cross-border transfer of data is stipulated by federal law to the extent necessary to defend the foundations of the Russian constitutional system and ensure the country's defense and state security, as well as to provide for the secure, sustainable and safe operation of the transportation system, and to protect the interests of individuals, society and the state in the transportation sector against unlawful interference;
- 4) the cross-border transfer of data is required to perform an agreement to which the data subject is a party;
- 5) the cross-border transfer of data is required to protect the life, health or other vital interests of the data subject and other parties, where it is impossible to obtain the data subject's written consent.

## 9. Accessing personal data

9.1. The Company maintains a list of business units authorised to process personal data.

9.2. The Company's employees are authorised to process only the personal data that is relevant for performing their specific roles.

9.3. Where non-compliance with these Regulations is identified, the authorisation to handle personal data may be revoked.

9.4. Persons may receive the necessary authorisation to process personal data based on a request approved by the person designated as responsible for processing personal data. The request must state the reason for granting access rights and the time period for which such access is provided.

9.5. Apart from the above-mentioned persons, access to personal data without any special authorisation is provided to individuals who provide technical services under and in accordance with technical service agreements between the Company, AO CPC-K and affiliates of the Company's shareholders seconded to the Company.

## 10. Protecting personal data

10.1. To comply with the Requirements for Protecting Personal Data in IT Systems (approved by Russian Government Resolution No. 1119 of 1 November 2012), the Company defines the required level of protection of personal data in its IT systems. This is the responsibility of a commission composed of the Company's Chief Information Security Officer, Chief Information Risk Officer, Human Resources Officer, Security representative and the officer designated as responsible for the processing of personal data. As a result of their work, the commission produces a document that defines the level of protection for personal information in the Company's IT systems. The required level of protection in a respective IT system must be revised if the amount of data being processed significantly changes.

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10.2. The Company ensures the protection of automated systems (servers and user workstations), local computer networks, communication and transmission systems, and other facilities used for processing and securing personal data, as well as of personal data media (paper and machine-readable), in accordance with the Company’s policy on managing information security.

**The organisational measures designed to ensure the security of personal data at the Company consist of the following:**

- Measures designed to ensure the safety and physical security of premises where IT systems are located, including preventing unauthorised access to IT systems, as well as their theft or failure.
- Trainings for Company employees on the procedures for processing and protecting personal data.

10.3. The technical measures to ensure that personal data is processed securely in the Company’s IT systems include the following:

- Identifying and authenticating users;
- Managing user access to personal data;
- Protecting personal data media;
- Logging security incidents;
- Using anti-virus protection;
- Controlling and analysing security levels;
- Ensuring accessibility of personal information to appropriate parties;
- Protecting data transmission channels;
- Managing the configuration of IT systems.

10.4. The Company ensures that computer monitors are positioned in such a way that unauthorised individuals are prevented from viewing them.

10.5. Personal data on paper media are stored in designated, locked file cabinets and safes. The keys to file cabinets and safes are kept by designated employees.

**11. Rights and obligations**

11.1. To ensure the reliability and security of personal data, employees are obliged to:

11.1.1. Submit to the Company reliable information about themselves upon their employment, in accordance with paragraph 7.8.2;

11.1.2. Notify the HR department within three (3) working days of any changes to their personal data that they are required to report to the Company;

11.1.3. Familiarise themselves with these Regulations and comply with the personal data security requirements. The employee’s acknowledgement of their familiarity with the required documents is recorded in a respective log.

11.2. The Company is obliged to:

11.2.1. Ensure the safeguarding and protection of personal data;

11.2.2. Upon receiving an employee request in writing (Appendix 9), provide copies of employment related documents (copies of an employment order, transfer orders, an employment termination order; copies of service record books; payroll, years of service statements, and other documents) to the employee within three (3) working days. If requested by the employee, the copies of employment related documents should be duly certified.

11.2.3. In case of the Company’s reorganisation or liquidation, comply with Russian law as regards HR record keeping and safeguarding of personal data, as well as their submission in public archives.

11.3. For the purposes of protecting the personal data retained at the Company, data subjects are entitled to:

11.3.1. Freely access their personal data, including the right to receive a copy of any records containing the data subject’s personal data, unless otherwise stipulated by Russian law;

11.3.2. Require the Company to delete or update incorrect or incomplete personal data and notify accordingly all parties to whom the data subject’s incorrect or incomplete personal data has been previously disclosed, as well as notify of any deletions, corrections or additions to their personal data.

## **12. Closing provisions**

12.1. These Regulations shall enter into force from the date of approval by the Company's CEO.

12.2. All of the Company’s employees must sign an acknowledgement form that attests to their familiarity with the Company’s internal policies on the processing of personal data and with these Regulations. Failure to comply with these Regulations could result in disciplinary actions, as stipulated by Russian law.

**APPENDIX #1 Applicant consent to the provision and processing of their personal data**

I, (full name) \_\_\_\_\_,  
 passport series \_\_\_\_\_ No. \_\_\_\_\_, issued (date, issuing authority) \_\_\_\_\_,  
 residing at the address: \_\_\_\_\_  
 \_\_\_\_\_ (the “Data Subject”),

in relation to considering my application for the position of \_\_\_\_\_,  
 \_\_\_\_\_,

give my voluntary consent to JSC Caspian Pipeline Consortium-R, located at: Marine Terminal, territory of Primorsky Okrug, Novorossiysk, 353900, Krasnodar Krai, Russian Federation (the “Operator”), to providing and processing, including collecting, systematising, accumulating, storing, verifying (updating, modifying), using (including transferring), depersonalising, blocking and destroying the following personal data:

<b>Personal data</b>	<b>I give my consent (yes) / do not give my consent (no) (to be completed in person by specifying “yes” or “no”)</b>
Full name	
Date, month and year of birth	
Work experience, skills, achievements	
Educational background, qualification, profession (educational institutions attended, diplomas received and periods of study)	
Computer proficiency	
Foreign language proficiency	
Physical address	
Telephone number, email address	

If there are any relatives in CPC or CPC contractors (yes/no) \_\_\_\_\_, if yes, then indicate  
 Full name \_\_\_\_\_,  
 Kin relationship \_\_\_\_\_.

This consent shall come into effect on the day of its signing and remain valid for the period while my application is considered. Should my application be rejected, the consent shall remain valid for the period stipulated by Russian law for retaining documents containing personal data.

I am informed that I may withdraw this consent at any time in full or in part by submitting a written application to the Operator’s HR.

« \_\_\_\_ » \_\_\_\_\_ 20\_\_\_\_ / \_\_\_\_\_

**APPENDIX #2 Employee consent to the provision and processing of their personal data**

I, (full name) \_\_\_\_\_,  
 passport series \_\_\_\_\_ No. \_\_\_\_\_, issued (date, issuing authority) \_\_\_\_\_,  
 \_\_\_\_\_,  
 residing at the address: \_\_\_\_\_  
 \_\_\_\_\_ (the “Data Subject”),

give my voluntary consent to JSC Caspian Pipeline Consortium-R, located at: Marine Terminal, territory of Primorsky Okrug, Novorossiysk, 353900, Krasnodar Krai, Russian Federation (the “Operator”),

- in relation to my appointment to the position of \_\_\_\_\_,
- in relation to my employment in the position of \_\_\_\_\_,

to providing and processing, including collecting, systematising, accumulating, storing, verifying (updating, modifying), using (including transferring), depersonalising, blocking and destroying the following personal data:

Purpose	Personal data	I give my consent (yes) / do not give my consent (no) (to be completed in person by specifying “yes” or “no”)
Title	First name	
	Patronymic	
	Surname	
Reference on the company website	Full name	
	Job title	
	Photograph	
Reference in the Operator's internal phone directory	Full name	
	Job title	
	Telephone number	
	Photograph	
Reference on an access card to the Operator’s premises	Full name	
	Job title	
	Photograph	
Reference on an office room door	Full name	
	Job title	
	Full name	

Compilation of the Operator’s reference book	Date, month and year of birth	
	Place of birth	
	Passport data	
	Citizenship	
	Registered address	
	Physical address	
	Gender	
	Family status	
	INN (tax identification number)	
	Mandatory pension insurance certificate number	
	Military service data	
	Years of experience	
	Employment agreement data	
	Contact telephone numbers	
For public birthday, anniversary greetings	Full name	
	Date, month and year of birth	
To place information on information boards or walls of fame	Full name	
	Job title	
	Photograph	
To record this information in HR documents	Full name	
	Date, month and year of birth	
	Place of birth	
	Foreign language proficiency	
	Mandatory pension insurance certificate number	
	INN (tax identification number)	
	Educational background, qualifications, profession	
	Educational institutions where the employee studied and periods of study	
	Employment / service history (specifying the periods, places of employment / service, positions)	
	Number of children, their full names, dates of birth and age	



	Marital status	
	Immediate family	
	Passport data	
	Physical address	
	Legal address	
To arrange for regular medical checkups	Full name	
	Date, month and year of birth	
	Gender	
	Job position	
To calculate an insurance track record for payment of sick leaves	Employment / service history (specifying the periods, places of employment / service, positions, salary) for two years prior to the date of employment with CPC-R.	
To submit this information to the military authorities (if you are subject to military service)	Marital status	
	Number of children and their age	
To provide benefits under the Russian laws, for example, in case of headcount reduction and other HR procedures	Marital status	
	Educational background, qualification, profession	
	Number of children and their age	
	Immediate family members (e.g. to grant unpaid leave for bereavement)	
To provide benefits and guarantees in accordance with the Operator’s internal policies and procedures	Marital status	
	Number of children and their age	
	Immediate family members	
For possible communication in case of emergency	Telephone number	
	Physical address	
	Immediate family members and their contact details	
To provide tax deductions	Number of children and their age	
To issue a voluntary medical insurance policy	Full name	
	Date, month and year of birth	
	Physical address	
	Telephone number	
For public delivery of New Year's gifts	Number of children and their age	

To include into a talent pool	Employment / service history (specifying the periods, places of employment / service, positions)	
	Educational background, qualification, profession	
	Educational institutions where the employee studied and periods of study	
	Foreign language proficiency	
To offer to an employee a transfer to another job meeting his qualification in cases stipulated under the Russian laws	Educational background, qualification, profession	
	Foreign language proficiency	
To send official notifications to the employee (correspondence from the Operator)	Legal address	
	Physical address	
	Home telephone number	
	Mobile telephone number	
	Email address	

The list of operations involving personal data to which I give my consent is set out in regulations on protecting personal data, which I have read.

I have been informed and agree that my refusal to provide my personal data as outlined above could result in restricting my participation in the Operator’s social programs.

I have been informed that I may change my decision at any time by submitting a written consent to the provision and processing of my personal data to the Operator’s HR Department.

This consent shall come into effect on the day of its signing and remain valid for the duration of the employment agreement. After it expires, the consent shall remain valid for the period stipulated by Russian law for retaining documents containing personal data.

« \_\_\_\_\_ » 20\_\_\_\_ / \_\_\_\_\_

**APPENDIX #3 Consent of an individual acting as consultant to the provision and processing of their personal data**

I, (full name) \_\_\_\_\_,  
 passport series \_\_\_\_\_ No. \_\_\_\_\_, issued (date, issuing authority) \_\_\_\_\_,  
 \_\_\_\_\_,  
 residing at the address: \_\_\_\_\_  
 \_\_\_\_\_ (the “Data Subject”),

give my voluntary consent to JSC Caspian Pipeline Consortium-R, located at: Marine Terminal, territory of Primorsky Okrug, Novorossiysk, 353900, Krasnodar Krai, Russian Federation (the “Operator”),

- in relation to the execution of a consulting contract,
- in relation to the services that I provided under a consulting contract,

to providing and processing, including collecting, systematising, accumulating, storing, verifying (updating, modifying), using (including transferring), depersonalising, blocking and destroying the following personal data:

Purpose	Personal data	I give my consent (yes) / do not give my consent (no) (to be completed in person by specifying “yes” or “no”)
Title	First name	
	Patronymic	
	Surname	
Reference on the Operator's website	Full name	
	Photograph	
Reference in the Operator's internal phone directory	Full name	
	Telephone number	
	Photograph	
Reference on a pass to the Operator’s premises	Full name	
	Photograph	
Compilation of the Operator’s reference book	Full name	
	Date, month and year of birth	
	Place of birth	
	Passport data	
	Citizenship	

	Legal address	
	Physical address	
	INN (tax identification number)	
	Mandatory pension insurance certificate number	
	Consulting contract details	
	Telephone number	
For public birthday, anniversary greetings	Full name	
	Date, month and year of birth	
To place information on information boards	Full name	
	Photograph	
To issue documents in accordance with the procedures adopted by the Operator	Full name	
	Date, month and year of birth	
	Place of birth	
	Foreign language proficiency	
	Mandatory pension insurance certificate number	
	INN (tax identification number)	
	Educational background, qualification, profession	
	Educational institutions attended	
	Employment / service history (specifying the periods of employment / service, positions)	
	Passport data	
	Physical address	
	Legal address	
For communication in case of an emergency	Telephone number	
	Physical address	
	Immediate family and their contact details	
To send official notifications (correspondence from the Operator)	Legal address	

The list of operations involving personal data to which I give my consent is set out in regulations on protecting personal data, which I have read.

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I have been informed and agree that my refusal to provide my personal data as outlined above could restrict the Operator's actions that entail the processing of the above personal data.

I have been informed that I may change my decision at any time by submitting my written consent to the provision and processing of my personal data to the Operator's HR department.

This consent shall come into effect on the day of its signing and remain valid for the duration of the consulting contract. After it expires, the consent shall remain valid for the period stipulated by Russian law for retaining documents containing personal data.

« \_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_ / \_\_\_\_\_

**APPENDIX #4 Consent of an employee to transfer their personal data to third parties**

I, (full name) \_\_\_\_\_,  
 passport series \_\_\_\_\_ No. \_\_\_\_\_, issued (date, issuing authority) \_\_\_\_\_,  
 \_\_\_\_\_,  
 residing at the address: \_\_\_\_\_  
 \_\_\_\_\_ (the “Data Subject”),

give my voluntary consent to JSC Caspian Pipeline Consortium-R, located at: Marine Terminal, territory of Primorsky Okrug, Novorossiysk, 353900, Krasnodar Krai, Russian Federation (the “Operator”),

- in relation to my appointment to the position of \_\_\_\_\_,  
 in relation to my employment in the position of \_\_\_\_\_,

transfer my personal data specified below to third parties:

Name of the third party, data transfer purpose	Personal data	I give my consent (yes) / do not give my consent (no) (to be completed in person by specifying “yes” or “no”)
Bank with whom the Operator has an appropriately concluded payroll service agreement: to set up a non-cash account to which my salary will be transferred	Full name	
	Date, month and year of birth	
	Place of birth	
	Citizenship	
	Country of residence	
	Gender	
	Passport data	
	International passport details	
	Legal address	
	Physical address	
	Marital status	
	Information about dependants	
	Educational background	
	Years of experience	
	Place of employment	
Job position		
Telephone number		

Medical institution with whom the Operator has an appropriately concluded agreement for the purpose of holding medical examinations for employees	Full name	
	Date, month and year of birth	
	Gender	
	Job position	
Insurance company with whom the Operator has an appropriately concluded agreement in order to issue voluntary medical insurance	Full name	
	Date, month and year of birth	
	Physical address	
	Telephone number	
Insurance company with whom the Operator has an appropriately concluded agreement in order to issue life and accident insurance	Full name	
	Date, month and year of birth	
	Passport data	
	Legal address	
	Physical address	
	Job title	
	Full names of beneficiaries	
	Relationship to employee	
	Passport details of beneficiaries	
	Date of birth of beneficiaries	
	Residential address and contact telephone numbers of beneficiaries	
Printing firm, with whom the Operator has an appropriately concluded agreement: to issue business cards	Full name	
	Job title	
	Telephone number	
	Email address	
Landlord with whom the Operator has an appropriately concluded agreement in order to issue an access card to the premises	Full name	
	Photograph	
Federal Service for Environmental, Technological and Atomic Supervision to obtain documents (certificates) for certification purposes	Full name	
	Passport data	
	Date, month and year of birth	
	Job title	
	Educational background (name of educational institution, diploma, major and qualifications)	

Federal Service for Supervision of Natural Resources to obtain documents certifying the completion of further education courses	Full name	
	Passport data	
	Date, month and year of birth	
	Job title	
	Educational background (name of educational institution, diploma, major and qualifications)	
Organisations that have signed an agreement with CPC-R to provide consulting and/or educational services to CPC-R employees in order to sign employees up for educational programmes and events	Full name	
	Job title	
	Email address	
	Mobile phone number	
Credit institutions to which the employee has applied for loans and other services, provided that the employee has notified the Operator about the names of the credit institutions in advance	Full name	
	Job title	
	Years of experience	
Third parties, with whom the Operator has appropriately concluded agreements: to issue visas or invitations for entry into other countries, to purchase air and railway tickets, to book hotels	Full name	
	Passport data	
	Date and place of birth	
	International passport details	
	Citizenship	
	Legal and physical addresses	
Private pension fund with which the Operator has appropriately concluded agreements in order to sign up the employee for a retirement plan	Full name	
	Date, month, year and place of birth	
	Passport data	
	Legal address	
	Address of actual residence (for correspondence)	
	Personal tax reference number (INN)	
	Individual insurance account number (SNILS)	
	Pension Program participation term commencement date	
	Gender	
	Telephone number	



	Full names of successors	
	Date, month, year and place of birth of successors	
	Residence address of successors	
	Passport data of the successors (the birth certificate data, if the successor is a child up to 14 years)	
	SNILS number of successors	
	Contact phone number of successors	
Municipal/government institutions in order to award employees with industry, government or national awards	Full name	
	Date, month and year of birth	
	Number of years with CPC-R	
	Information about personal achievements and track record at CPC-R	
	Data on previous jobs, including work experience in the industry (fuel and energy complex)	
	Data on the positions and terms of work of previous employers for the entire period of employment (copy of the workbook)	
	Information about personal achievements and track record in the industry	
	Educational background, qualifications, profession	
	Job title	
List of existing awards		
Representative at the employee’s prior place of employment, if the employee worked in public or municipal service for two years before entering into an employment agreement with the Operator, as provided under the regulations of the Russian Federation	Full name	
	Date, month and year of birth	
	Period of public or municipal service	
	Address of the representative at the employee’s prior place of employment, if the employee worked in public or municipal service for two years before	



**APPENDIX #5 Consent of an individual acting as consultant to the transfer of their personal data to third parties**

I, (full name) \_\_\_\_\_,  
 passport series \_\_\_\_\_ No. \_\_\_\_\_, issued (date, issuing authority) \_\_\_\_\_,  
 residing at the address: \_\_\_\_\_  
 \_\_\_\_\_ (the “Data Subject”),

give my voluntary consent to JSC Caspian Pipeline Consortium-R, located at: Marine Terminal, territory of Primorsky Okrug, Novorossiysk, 353900, Krasnodar Krai, Russian Federation (the “Operator”),

- in relation to the execution of a consulting contract,
- in relation to the services that I provided under a consulting contract,

transfer my personal data specified below to third parties:

Name of the third party, data transfer purpose	Personal data	I give my consent (yes) / do not give my consent (no) (to be completed in person by specifying “yes” or “no”)
Bank with whom the Operator has an appropriately concluded agreement in order to set up a non-cash account to which my remuneration will be transferred	Full name	
	Date, month and year of birth	
	Place of birth	
	Citizenship	
	Country of residence	
	Gender	
	Passport data	
	International passport details	
	Legal address	
	Physical address	
	Marital status	
	Information about dependants	
	Educational background	
	Years of experience	
	Place of employment	
Telephone number		

Landlord with whom the Operator has an appropriately concluded agreement in order to issue an access card to the premises	Full name	
	Photograph	
Third parties with whom the Operator has appropriately concluded agreements in order to issue visas or invitations for entry into other countries, to purchase air and railway tickets, or to book hotels	Full name	
	Passport data	
	Date and place of birth	
	International passport details	
	Citizenship	
	Registered address and actual residence address	

I hereby give my consent to actions required to achieve the above goals and taken in respect of my personal data including without limitation: collection, recording, systemization, accumulation, storage, update (modification, change), use, disclosure (distribution, submission), destruction, and any other actions to the extent provided by Article 3.3 of Federal Law of the Russian Federation No.152-FZ of 27.07.2006 “On Personal Data”.

I am informed that CPC-R guarantees that my personal data will be processed in compliance with the legislation of the Russian Federation.

I am also informed that I am entitled to withdraw this consent in full or in part at any time by filing a written application with the Operator’s Human Resources. With that, I understand and agree that the withdrawal of this consent may limit the Operator’s actions that entail the processing of personal data specified above in this consent.

I hereby agree and confirm that, should the Operator need to release my personal data to a third party to achieve the aforementioned goals, it may disclose my personal data to such third parties, their agents and other persons authorized by third parties and provide such persons with relevant documents containing the said data. I hereby also agree and confirm that this consent is deemed by me to be granted to any third parties stated above subject to relevant changes and any of such third parties are entitled to process personal data on the basis of this consent.

This consent shall become effective from the date of its signing and be valid during the term of the employment agreement and after termination thereof within the retention period for documents containing my personal data established by the effective RF legislation.

I confirm that this consent is given by me of my own free will and volition and for my own benefit.

« \_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_ / \_\_\_\_\_

**APPENDIX #6 Consent from an intern to the provision and processing of their personal data**

I, \_\_\_\_\_ (the “Intern”),  
(full name)

freely, willingly and for my own benefit give my consent to process my personal data to JSC Caspian Pipeline Consortium-R, located at: Marine Terminal, territory of Primorsky Okrug, Novorossiysk, 353900, Krasnodar Krai, Russian Federation (the “CPC-R”), specifically, to undertake actions as provided under Article 3.3 of Federal Law No. 152-FZ of 27 July 2006, “On Personal Data” in the manner set out below.

The consent is provided to CPC-R in regard to the following personal data of the Intern:

- Full name;
- Place of study;
- Year of study;
- Faculty.

The consent is provided to CPC-R in regard to the following third-party actions carried out on personal data of the Intern with the use of manual processing:

Collecting, recording, systematising, aggregating, storing, verifying (updating, modifying), extracting, using, depersonalising, blocking, deleting, or destroying;

The consent is provided to CPC-R for the Intern’s internship at CPC-R.

No decisions affecting the interests of the Intern will be taken solely on the basis of automated processing of personal data at CPC-R.

This consent shall enter into force from the date of signing and remain valid until it is withdrawn in writing, including by mail, to CPC-R.

« \_\_\_\_ » \_\_\_\_\_ 20\_\_\_\_ / \_\_\_\_\_

**APPENDIX #7 Consent from the family member of an employee to the provision and processing of their personal data**

I, \_\_\_\_\_ (the “Employee’s Family Member”),  
 (full name)

freely, willingly and for my own benefit give my consent to process my personal data to JSC Caspian Pipeline Consortium-R, located at: Marine Terminal, territory of Primorsky Okrug, Novorossiysk, 353900, Krasnodar Krai, Russian Federation (the “CPC-R”), specifically, to undertake actions as provided under Article 3.3 of Federal Law No. 152-FZ of 27 July 2006, “On Personal Data” in the manner set out below.

The consent is provided to CPC-R in regard to the following personal data of the Employee’s Family Member:

- Full name;
- Contact details;
- Identification document data;
- Information about family composition;
- Demographic data.

The consent is provided to CPC-R in regard to the following third-party actions carried out on the personal data of the Employee’s Family Member with the use of automated, manual and mixed processing methods:

Collecting, recording, systematising, aggregating, storing, verifying (updating, modifying), extracting, using, transferring (presenting, accessing), depersonalising, blocking, deleting or destroying;

The consent for processing the personal data of the Employee’s Family Member is provided to CPC-R for the following purposes:

Signing, amending or terminating voluntary medical insurance contracts of the Employee’s Family Member.

No decisions affecting the interests of the Employee’s Family Member will be taken solely on the basis of automated processing of personal data at CPC-R.

At CPC-R’s request, processing of personal data of the Employee’s Family Member may be assigned -- and the personal data may be transferred in any form and using any method -- to the following individuals:

Companies that offer insurance under voluntary medical insurance programs;

This consent shall enter into force from the date of signing and remain valid until it is withdrawn in writing, including by mail, to CPC-R.

« \_\_\_\_ » \_\_\_\_\_ 20\_\_\_\_ / \_\_\_\_\_

**APPENDIX #8 Consent of a recipient of alimony payments to the provision and processing of their personal data**

I, \_\_\_\_\_ (the “Alimony Payments Recipient”),  
 (full name)

freely, willingly and for my own benefit give my consent to process my personal data to JSC Caspian Pipeline Consortium-R, located at: Marine Terminal, territory of Primorsky Okrug, Novorossiysk, 353900, Krasnodar Krai, Russian Federation (the “CPC-R”), specifically, to undertake actions as provided under Article 3.3 of Federal Law No. 152-FZ of 27 July 2006, “On Personal Data” in the manner set out below.

The consent is provided to CPC-R in regard to the following personal data of an Alimony Payments Recipient:

- Full name;
- Work address;
- Place of employment;
- Date of birth;
- Account number;
- Legal address;
- Physical address;
- Mailing address.

The consent is provided to CPC-R in regard to the following third-party actions carried out on personal data of the Alimony Payments Recipient with the use of automated, manual and mixed processing methods:

Collecting, recording, systematising, aggregating, storing, verifying (updating, modifying), extracting, using, transferring (presenting, accessing), depersonalising, blocking, deleting or destroying;

The consent for processing the personal data of the Alimony Payments Recipient is provided to CPC-R for the following purposes:

to ensure compliance with legal requirements.

No decisions affecting the interests of the Alimony Payments Recipient will be taken solely on the basis of automated processing of personal data at CPC-R.

This consent shall enter into force from the date of signing and remain valid until it is withdrawn in writing, including by mail, to CPC-R.

« \_\_\_\_ » \_\_\_\_\_ 20\_\_\_\_ / \_\_\_\_\_

**APPENDIX #9 Form for requesting copies of documents containing one’s personal data**

To the HR Manager  
JSC CPC-R

\_\_\_\_\_  
\_\_\_\_\_  
(Full name of the employee or contractor)

\_\_\_\_\_  
(Employee’s position)

**Request**

I hereby request a copy / certified copy (please underline as appropriate) of my documents (please tick the appropriate boxes):

- employment record book;
- employment order;
- employment agreement;
- consulting contract;
- job description;
- transfer order;
- addendum to employment agreement;
- other (please specify) \_\_\_\_\_

to submit to / purpose of submission:  
\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
(Signature / full name)

\_\_\_\_\_  
(Date)



**APPENDIX #10 Bank signatory's consent to personal data disclosure to third parties**

I, (full name) \_\_\_\_\_,  
 passport series \_\_\_\_\_ No. \_\_\_\_\_, issued (date, issuing authority) \_\_\_\_\_,  
 residing at the address: \_\_\_\_\_  
 \_\_\_\_\_ (the "Data Subject"),  
 hereby grant CPC-R JSC having its registered address at: Marine Terminal, territory of Primorsky Okrug,  
 Novorossiysk, 353900, Krasnodar Krai, Russian Federation (hereinafter the Operator),

my consent to disclose to third parties my personal data stated below:

Third party name, purpose of disclosure	Personal data	I grant consent (yes) / don't grant consent (no) (specify "yes" or "no" by hand)
to the Bank that has a duly made agreement with the Operator on banking transactions provided for by the effective RF legislation on banks and banking activities, including placement of the Operator's monies, opening and servicing the Operator's bank accounts, etc.	Full name	
	Passport data	
	Copy of passport	
	Residence address/Registration address	
	Individual insurance account number (SNILS)	
	Copy of SNILS	
	Title	
	Specimen signature	
Contact phone		

I hereby give my consent to actions required to achieve the above goals and taken in respect of my personal data including without limitation: collection, recording, systemization, accumulation, storage, update (modification, change), use, disclosure (distribution, submission), destruction, and any other actions to the extent provided by Article 3.3 of Federal Law of the Russian Federation No.152-FZ of 27.07.2006 "On Personal Data".

I am informed that CPC-R guarantees that my personal data will be processed in compliance with the legislation of the Russian Federation.

I am also informed that I am entitled to withdraw this consent in full or in part at any time by filing a written application with the Operator's Human Resources. With that, I understand and agree that the withdrawal of this consent may limit the Operator's actions that entail the processing of personal data specified above in this consent.

I hereby agree and confirm that, should the Operator need to release my personal data to a third party to achieve the aforementioned goals, it may disclose my personal data to such third parties, their agents and other persons authorized by third parties and provide such persons with relevant documents containing the said data. I hereby also agree and confirm that this consent is deemed by me to be granted to any third

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parties stated above subject to relevant changes and any of such third parties are entitled to process personal data on the basis of this consent.

This consent shall become effective from the date of its signing and be valid during the term of the employment agreement and after termination thereof within the retention period for documents containing my personal data established by the effective RF legislation.

I confirm that this consent is given by me of my own free will and volition and for my own benefit.

« \_\_\_\_ » \_\_\_\_\_ 20\_\_\_\_ / \_\_\_\_\_

**APPENDIX #11 Consent for a minor child’s personal data processing to sign, amend, terminate voluntary medical insurance contracts of the employee's relatives**

I, \_\_\_\_\_,  
 (full name of a parent or lawful representative)

Being a lawful representative of my minor child

\_\_\_\_\_,  
 (the child’s full name)

freely, willingly and for the benefit of my child give my consent to JSC Caspian Pipeline Consortium-R, located at: Marine Terminal, territory of Primorsky Okrug, Novorossiysk, 353900, Krasnodar Krai, Russian Federation (hereinafter – CPC), to process my child’s personal data (hereinafter – PD), specifically, to undertake actions as provided under part 3, article 3 of the Federal Law No. 152-FZ dd. July 27, 2006 On Personal Data in the manner set out below.

The consent is provided to CPC in regard to the following PD of the Employee's child:

- Full name;
- Contact details;
- Identification document data;
- Information about family composition;
- Demographic data.

The consent is provided to CPC in regard to the following actions carried out on the PD of the employee's child with the use of automated, manual (without automation) and mixed PD processing methods:

collecting, recording, systematizing, aggregating, storing, verifying (updating, modifying), extracting, using, transferring (presenting, accessing), depersonalizing, blocking, deleting or destroying.

The consent for processing is provided to CPC for the employee’s child personal data processing to sign, amend, terminate voluntary medical insurance contracts of the employee's relatives.

No decisions affecting the interests of the employee's child will be taken in CPC solely based on automated PD processing.

At CPC request, processing of the employee's child PD may be assigned and (or) the employee’s child PD may be transferred in any form and using any method to companies that offer insurance under voluntary medical insurance programs.

This consent shall enter into force from the date of signing and remain valid until it is withdrawn in writing, including by mail submission to CPC.

« \_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_ / \_\_\_\_\_

## APPENDIX # 12

### Consent from a beneficiary

I, \_\_\_\_\_ (hereinafter – Beneficiary),  
(full name)

freely, willingly and for my own benefit give my consent to JSC Caspian Pipeline Consortium-R, located at: Marine Terminal, territory of Primorsky Okrug, Novorossiysk, 353900, Krasnodar Krai, Russian Federation (hereinafter – CPC), to process my personal data (hereinafter – PD), specifically, to undertake actions as provided under part 3, article 3 of the Federal Law No. 152-FZ dd. July 27, 2006 On Personal Data in the manner set out below.

The consent is provided to CPC in regard to the following PD of the Beneficiary:

Full name;

Contact details;

Identification document data;

Information about family composition;

Demographic data.

The consent is provided to CPC in regard to the following actions carried out on the Beneficiary's PD with the use of automated, manual (without automation) and mixed PD processing methods:

collecting, recording, systematizing, aggregating, storing, verifying (updating, modifying), extracting, using, transferring (presenting, accessing), depersonalizing, blocking, deleting or destroying.

The consent for processing is provided to CPC for the Beneficiary's PD processing to designate a beneficiary under the employees' accident and health insurance agreement.

No decisions affecting the Beneficiary's interests will be taken in CPC solely based on automated PD processing.

At CPC request, processing of the Beneficiary's PD may be assigned and (or) the Beneficiary's PD may be transferred in any form and using any method to companies that offer insurance under accident and health insurance programs.

This consent shall enter into force from the date of signing and remain valid until it is withdrawn in writing, including by mail submission to CPC.

« \_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_ / \_\_\_\_\_

**APPENDIX #13 Consent for a minor’s personal data processing to designate a beneficiary under the employees’ accident and health insurance agreement**

I, \_\_\_\_\_,  
 (full name of a parent or lawful representative)

Being a lawful representative of my minor child

\_\_\_\_\_,  
 (the child’s full name)

designated a beneficiary under the employees’ accident and health insurance agreement (hereinafter – Beneficiary),

freely, willingly and for the benefit of my child give my consent to JSC Caspian Pipeline Consortium-R, located at: Marine Terminal, territory of Primorsky Okrug, Novorossiysk, 353900, Krasnodar Krai, Russian Federation (hereinafter – CPC), to process my child’s personal data (hereinafter – PD), specifically, to undertake actions as provided under part 3, article 3 of the Federal Law No. 152-FZ dd. July 27, 2006 On Personal Data in the manner set out below.

The consent is provided to CPC in regard to the following PD of the Beneficiary:

- Full name;
- Contact details;
- Identification document data;
- Information about family composition;
- Demographic data.

The consent is provided to CPC in regard to the following actions carried out on the Beneficiary’s PD with the use of automated, manual (without automation) and mixed PD processing methods:

collecting, recording, systematizing, aggregating, storing, verifying (updating, modifying), extracting, using, transferring (presenting, accessing), depersonalizing, blocking, deleting or destroying.

The consent for processing is provided to CPC for the Beneficiary’s PD processing to designate a beneficiary under the employees’ accident and health insurance agreement.

No decisions affecting the Beneficiary’s interests will be taken in CPC solely based on automated PD processing.

At CPC request, processing of the Beneficiary’s PD may be assigned and (or) the Beneficiary’s PD may be transferred in any form and using any method to companies that offer insurance under accident and health insurance programs.

This consent shall enter into force from the date of signing and remain valid until it is withdrawn in writing, including by mail submission to CPC.

« \_\_\_\_ » \_\_\_\_\_ 20\_\_\_\_ / \_\_\_\_\_

**APPENDIX #14 Consent from the employee's successor**

I, \_\_\_\_\_ (hereinafter – Employee's Successor),  
(full name)

freely, willingly and for my own benefit give my consent to JSC Caspian Pipeline Consortium-R, located at: Marine Terminal, territory of Primorsky Okrug, Novorossiysk, 353900, Krasnodar Krai, Russian Federation (hereinafter – CPC), to process my personal data (hereinafter – PD), specifically, to undertake actions as provided under part 3, article 3 of the Federal Law No. 152-FZ dd. July 27, 2006 On Personal Data in the manner set out below.

The consent is provided to CPC in regard to the following PD of the Employee's Successor:

- Full name;
- Date, month, year and place of birth;
- Residence address;
- Passport data;
- SNILS number;
- Contact phone number.

The consent is provided to CPC in regard to the following actions carried out on Employee's Successor PD with the use of automated, manual (without automation) and mixed PD processing methods:

collecting, recording, systematizing, aggregating, storing, verifying (updating, modifying), extracting, using, transferring (presenting, accessing), depersonalizing, blocking, deleting or destroying.

The consent for processing is provided to CPC for the Employee's Successor PD processing to designate a successor under the non-state pension provision agreement.

No decisions affecting the Employee's Successor interests will be taken in CPC solely based on automated PD processing.

At CPC request, processing of the Employee's Successor PD may be assigned and (or) the Employee's Successor PD may be transferred in any form and using any method to companies performing pension provision and social security activities.

This consent shall enter into force from the date of signing and remain valid until it is withdrawn in writing, including by mail submission to CPC.

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**APPENDIX #15 Consent for a minor employee’s successor data processing**

I, \_\_\_\_\_,  
 (full name of a parent or lawful representative)

Being a lawful representative of my minor child \_\_\_\_\_  
 (hereinafter – Employee’s Successor),  
 \_\_\_\_\_  
 (the child’s full name)

freely, willingly and for the benefit of my child give my consent to JSC Caspian Pipeline Consortium-R, located at: Marine Terminal, territory of Primorsky Okrug, Novorossiysk, 353900, Krasnodar Krai, Russian Federation (hereinafter – CPC), to process my child’s personal data (hereinafter – PD), specifically, to undertake actions as provided under part 3, article 3 of the Federal Law No. 152-FZ dd. July 27, 2006 On Personal Data in the manner set out below.

The consent is provided to CPC in regard to the following PD of the Employee’s Successor:

- Full name;
- Date, month, year and place of birth;
- Residence address;
- Passport data / birth certificate data if a minor up to 14 is designated as a successor;
- SNILS number;
- Contact phone number.

The consent is provided to CPC in regard to the following actions carried out on the PD of the Employee’s Successor with the use of automated, manual (without automation) and mixed PD processing methods:

collecting, recording, systematizing, aggregating, storing, verifying (updating, modifying), extracting, using, transferring (presenting, accessing), depersonalizing, blocking, deleting or destroying.

The consent for processing is provided to CPC for the Employee’s Successor personal data processing to designate a successor under the non-state pension provision agreement.

No decisions affecting the interests of the Employee’s Successor will be taken in CPC solely based on automated PD processing.

At CPC request, processing of the Employee’s Successor PD may be assigned and (or) the Employee’s Successor PD may be transferred in any form and using any method to companies performing pension provision and social security activities.

This consent shall enter into force from the date of signing and remain valid until it is withdrawn in writing, including by mail submission to CPC.

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**APPENDIX #16 Change registration list**

Change registration list							
Change No	Change description	Effective date	Page numbers			Total, pages	Full name of the change originator
			Chang ed	New	Cancel led		
2	<ul style="list-style-type: none"> <li>– Regulations issuance per JSC CPC-R Internal Regulations Development and Approval;</li> <li>– Appendix No 1 is supplemented by a request for information on relatives working in JSC CPC-R;</li> <li>– Appendix No 4 update as related to the list of personal data submitted to the non-state pension fund and municipal/state institutions for industry, government and state awards distribution to employees;</li> <li>– The consent wording update as related to confirmation of notification about the rights - Appendix 4, Appendix 5, Appendix 10.</li> <li>– JSC CPC-R registration address update</li> <li>– Additional Appendices 11 – 15</li> </ul>					A.Berezhnov	