|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Purpose of Personal Data**  **Processing** | **Personal Data Subject** | **Categories of Personal Data** | **List of Personal Data** | **Methods of Personal Data Processing** | **Storage Period** | **Procedure for Destruction of Personal Data** |
| Accounting, comparison (reviewing applications for vacancies and CVs, interviewing), inclusion in the talent pool and possible offer of vacant positions that will be opened in the future, including in case of refusal to hire, maintaining a talent pool, conducting analytics job market | **Applicants** | other | * name, patronymic, surname;   + - series and number of the main identity document, information on the issue date of the specified document and the issuing authority;     - registration address (at the place of stay, place of residence) / actual residence address, subscriber numbers and other contacts;     - date and place of birth;     - marital status (marriage, children);     - information on qualifications (level of knowledge, skills, professional skills and work experience), including information on the place of work, its duration (employment history) and the nature of the duties performed, wages and positions held; information on education, including general and vocational education, vocational training, additional education;     - information on awards and other forms of incentives;     - photographic images;     - e-mail address;     - home/mobile phone number;     - TIN;     - other Personal Data provided in the CV (addresses of account profiles in social media, links to accounts in professional communities, name (nickname) in the software products used by the Applicant for communication, etc.) | automated and non-automated processing | 10 years | Tangible media with Personal Data shall be destructed in accordance with the document “Regulations on the Organization of Handling of Protected Personal Data Media” |
| Identification of the candidate to confirm the accuracy of the information provided by the candidate | * name, patronymic, surname;   + - series and number of the main identity document, information on the issue date of the specified document and the issuing authority; registration address (at the place of stay, place of residence) / actual residence address;     - TIN |
| Assistance in employment, reviewing applications for vacancies and CVs, interviewing, selection for vacancy filling and inclusion in the talent pool | * + - name, patronymic, surname;     - registration address (at the place of stay, place of residence) / actual residence address, subscriber numbers and other contacts;     - date and place of birth;     - information on qualifications (level of knowledge, skills, professional skills and work experience);     - information on the place of work, its duration (employment history) and the nature of the duties performed, wages and positions held;     - information on education, including general and vocational education, vocational training, additional education;     - photographic images;     - e-mail address;     - home/mobile phone number;     - other Personal Data that the Applicant includes in the application form or CV or provides upon request |
| Implementation of financial and economic activities; | **Employees** | other | * + - name, patronymic, surname;     - date of birth;     - corporate e-mail address;     - registration address (at the place of stay, place of residence) / actual residence address, subscriber numbers and other contacts;     - home/mobile phone;     - Individual insurance account number (SNILS);     - TIN;     - nationality;     - series and number of the main identity document, information on the issue date of the specified document and the issuing authority;     - bank account / bank card account number;     - information on qualifications (level of knowledge, skills, professional skills and work experience), including information on the place of work, its duration (employment history) and the nature of the duties performed, wages and positions held; and information on education, including general and vocational education, vocational training, additional education, copies of documents on education | automated and non-automated processing | during the term of employment contracts with Employees and also for 6 years following the date of termination of employment |
| Maintaining personnel records, HR records management | * + - name, patronymic, surname;     - date of birth;     - place of birth;     - marital status (marriage, children);     - e-mail address;     - registration address (at the place of stay, place of residence) / actual residence address, subscriber numbers and other contacts;     - home/mobile phone;     - Individual insurance account number (SNILS);     - TIN;     - nationality;     - series and number of the main identity document, information on the issue date of the specified document and the issuing authority;     - bank account / bank card account number;     - information on qualifications (level of knowledge, skills, professional skills and work experience), including information on the place of work, its duration (employment history) and the nature of the duties performed, wages and positions held; and information on education, including general and vocational education, vocational training, additional education, copies of documents on education     - information on family composition and status;     - information on medical fitness for employment;     - compulsory health insurance policy number;     - information on advanced training and retraining of the employee, their certification, internal investigations;     - information on awards and other forms of incentives;     - recommendations, characteristics;     - other Personal Data provided by the employee |
| Maintenance of accounting and tax records | * + - name, patronymic, surname;     - date of birth;     - corporate e-mail address;     - registration address (at the place of stay, place of residence) / actual residence address, subscriber numbers and other contacts;     - home/mobile phone;     - Individual insurance account number (SNILS);     - TIN;     - nationality;     - series and number of the main identity document, information on the issue date of the specified document and the issuing authority;     - bank account / bank card account number;     - information on qualifications (level of knowledge, skills, professional skills and work experience), including information on the place of work, its duration (employment history) and the nature of the duties performed, wages and positions held; and information on education, including general and vocational education, vocational training, additional education, copies of documents on education |
| Meeting the labor legislation requirements | * + - name, patronymic, surname;     - date of birth;     - place of birth;     - marital status (marriage, children);     - e-mail address;     - registration address (at the place of stay, place of residence) / actual residence address, subscriber numbers and other contacts;     - home/mobile phone;     - Individual insurance account number (SNILS);     - TIN;     - nationality;     - series and number of the main identity document, information on the issue date of the specified document and the issuing authority;     - bank account / bank card account number;     - information on qualifications (level of knowledge, skills, professional skills and work experience), including information on the place of work, its duration (employment history) and the nature of the duties performed, wages and positions held; and information on education, including general and vocational education, vocational training, additional education, copies of documents on education |
| Performance of labor contracts concluded with employees | * + - name, patronymic, surname;     - date of birth;     - place of birth;     - marital status (marriage, children);     - e-mail address;     - registration address (at the place of stay, place of residence) / actual residence address, subscriber numbers and other contacts;     - home/mobile phone;     - Individual insurance account number (SNILS);     - TIN;     - nationality;     - series and number of the main identity document, information on the issue date of the specified document and the issuing authority;     - bank account / bank card account number;     - information on qualifications (level of knowledge, skills, professional skills and work experience), including information on the place of work, its duration (employment history) and the nature of the duties performed, wages and positions held; and information on education, including general and vocational education, vocational training, additional education, copies of documents on education     - information on family composition and status;     - information on medical fitness for employment;     - compulsory health insurance policy number;     - information on advanced training and retraining of the employee, their certification, internal investigations;     - information on awards and other forms of incentives;     - recommendations, characteristics;     - other Personal Data provided by the employee |
| Compliance with tax legislation when calculating paying personal income tax and the unified social tax, with pension legislation when forming and providing personalized data on each recipient of income taken into account when calculating insurance contributions for compulsory pension insurance | * + - name, patronymic, surname;     - date of birth;     - corporate e-mail address;     - registration address (at the place of stay, place of residence) / actual residence address, subscriber numbers and other contacts;     - home/mobile phone;     - Individual insurance account number (SNILS);     - TIN;     - nationality;     - series and number of the main identity document, information on the issue date of the specified document and the issuing authority;     - bank account / bank card account number;     - information on qualifications (level of knowledge, skills, professional skills and work experience), including information on the place of work, its duration (employment history) and the nature of the duties performed, wages and positions held; and information on education, including general and vocational education, vocational training, additional education, copies of documents on education |
| Transfer of wages, recording the wage rate and hours worked; | * + - name, patronymic, surname;     - date of birth;     - corporate e-mail address;     - registration address (at the place of stay, place of residence) / actual residence address, subscriber numbers and other contacts;     - home/mobile phone;     - Individual insurance account number (SNILS);     - TIN;     - nationality;     - series and number of the main identity document, information on the issue date of the specified document and the issuing authority;     - bank account / bank card account number;     - information on qualifications (level of knowledge, skills, professional skills and work experience), including information on the place of work, its duration (employment history) and the nature of the duties performed, wages and positions held; and information on education, including general and vocational education, vocational training, additional education, copies of documents on education |
| Obtaining voluntary medical insurance for employees; | * + - name, patronymic, surname;     - date of birth;     - e-mail address;     - registration address (at the place of stay, place of residence) / actual residence address, subscriber numbers and other contacts;     - home/mobile phone;     - Individual insurance account number (SNILS);     - series and number of the main identity document, information on the issue date of the specified document and the issuing authority |
| Transfer of data of employees to the Social Insurance Fund of the Russian Federation for payment of incapacity allowances, child care allowances and other benefits; | * + - name, patronymic, surname;     - date of birth;     - corporate e-mail address;     - registration address (at the place of stay, place of residence) / actual residence address, subscriber numbers and other contacts;     - home/mobile phone;     - Individual insurance account number (SNILS);     - TIN;     - nationality;     - series and number of the main identity document, information on the issue date of the specified document and the issuing authority;     - bank account / bank card account number;     - information on qualifications (level of knowledge, skills, professional skills and work experience), including information on the place of work, its duration (employment history) and the nature of the duties performed, wages and positions held; and information on education, including general and vocational education, vocational training, additional education, copies of documents on education |
| Transfer of data of employees to the Pension Fund of the Russian Federation for regulating labor and other relations with employees directly related to them | * + - name, patronymic, surname;     - date of birth;     - corporate e-mail address;     - registration address (at the place of stay, place of residence) / actual residence address, subscriber numbers and other contacts;     - home/mobile phone;     - Individual insurance account number (SNILS);     - TIN;     - nationality;     - series and number of the main identity document, information on the issue date of the specified document and the issuing authority;     - bank account / bank card account number;     - information on qualifications (level of knowledge, skills, professional skills and work experience), including information on the place of work, its duration (employment history) and the nature of the duties performed, wages and positions held; and information on education, including general and vocational education, vocational training, additional education, copies of documents on education |
| Provision of information to the tax and judicial authorities for the confirmation of the correctness of the applied taxation; | * + - name, patronymic, surname;     - date of birth;     - corporate e-mail address;     - registration address (at the place of stay, place of residence) / actual residence address, subscriber numbers and other contacts;     - home/mobile phone;     - Individual insurance account number (SNILS);     - TIN;     - nationality;     - series and number of the main identity document, information on the issue date of the specified document and the issuing authority;     - bank account / bank card account number;     - information on qualifications (level of knowledge, skills, professional skills and work experience), including information on the place of work, its duration (employment history) and the nature of the duties performed, wages and positions held; and information on education, including general and vocational education, vocational training, additional education, copies of documents on education |
| Storage of credentials for their identification, authentication, differentiation of access rights to information resources of DoubleGIS LLC | * + - name, patronymic, surname;     - date of birth;     - unit;     - city;     - position;     - work phone number;     - corporate e-mail address;     - photographic image | automated and non-automated processing | during the term of employment contracts with Employees |
| Ensuring operational communication | * + - name, patronymic, surname;     - date of birth;     - home/mobile phone;     - work phone number;     - corporate e-mail address;     - photographic images;     - city of location of the employee;     - country of location of the employee;     - hobbies, interests of the employee;     - Personal Data posted by the Employee independently on the portal <https://planeta.2gis.ru/>, including addresses of account profiles in social media, name (user name) in software products used by the Employee for communication; * city and country of stay; * hobbies/interests |
| Organization of access control to the territory of DoubleGIS LLC | * + - name, patronymic, surname;     - photographic image |
| Organization of collaboration, sales, task and project management | * + - name, patronymic, surname;     - corporate e-mail address;     - photographic image |
| Automation of assignment of tasks to employees and provision of technical support | * + - name, patronymic, surname;     - corporate e-mail address;     - photographic image |
| Organization of storage of information, knowledge, documents and code | * + - name, patronymic, surname;     - corporate e-mail address;     - photographic image |
| assistance to employees and former employees in employment, training and promotion, provision of various types of benefits; | * + - name, patronymic, surname;     - address of the place of residence, place of stay;     - date and place of birth;     - information on qualifications (level of knowledge, skills, professional skills and work experience);     - information on the place of work, its duration (employment history) and the nature of the duties performed, wages and positions held;     - information on education, including general and vocational education, vocational training, additional education;     - e-mail address;     - home/mobile phone |
| Possible offer of vacant positions to the Employees, including after the termination of labor relations (inclusion in the talent pool); | 10 years |
| Posting data of the employee in 2GIS software products, on Internet sites, including 2GIS online services, in social media, as part of publications about ongoing events, news of 2GIS software products and/or 2GIS online services and other news and information publications; | * name, surname * position * photographic image | automated and non-automated processing | during the term of employment contracts with Employees |
| production of gift/souvenir products for employees | * + - name, patronymic, surname     - size of clothes and shoes | automated and non-automated processing |
| Administration of Personal Data Information System | * name, patronymic, surname; * date of birth; * place of birth; * nationality; * series and number of the main identity document, information on the issue date of the specified document and the issuing authority; * registration address (at the place of stay, place of residence) / actual residence address, subscriber numbers and other contacts; * military service obligation and data reflected in the military registration documents; * home/mobile phone number; * work phone number; * corporate e-mail address; * marital status (marriage, children); * information on family composition and status; * information on medical fitness for employment; * TIN; * Individual insurance account number (SNILS); * compulsory health insurance policy number; * information on qualifications (level of knowledge, skills, professional skills and work experience), including information on the place of work, its duration (employment history) and the nature of the duties performed, wages and positions held; and information on education, including general and vocational education, vocational training, additional education, copies of documents on education; * information on wages of the Employee; * bank account / bank card account number; * information on social benefits; * information on advanced training and retraining of Employees, their certification, official investigations; * Personal Data posted by the Employee independently on the portal <https://planeta.2gis.ru/>, including addresses of account profiles in social media, name (user name) in software products used by the Employee for communication; * information on awards and other forms of incentives; * e-mail address; * photographic images; * recommendations, characteristics; * sizes of clothes and shoes; * city of location of the employee; * country of location of the employee; * hobbies, interests of the employee. |
| Tax benefit accounting when calculating wages, providing social benefits, guarantees and compensations to Employees and their families | **Relatives of Employees** | other | * + - name, patronymic, surname;     - degree of kinship;     - date of birth | automated and non-automated processing | until the purposes of processing Personal Data are achieved |
| Along with prompt communication with relatives of the Employee in case of threat to life and health of the Employee | * + - name, patronymic, surname;     - degree of kinship;     - date of birth;     - home/mobile phone number |
| Ensuring operational communication and administration of information systems | **Employees of Partners and Affiliates** | other | * + - name, patronymic, surname;     - date of birth;     - work phone number;     - mobile phone number;     - corporate e-mail address;     - Personal Data posted by employees of Partners and Affiliates independently on the portal https://planeta.2gis.ru/, including addresses of account profiles in social media, name (user name) in software products used by the employee for communication, personal e-mail address;     - link to the profile on the website planeta.2gis.ru;     - office (identification of the place of work);     - position held, company (company of the employer/represented person);     - photographic images;     - city of location of the employee;     - country of location of the employee;     - hobbies, interests of the employee | automated and non-automated processing | * + - Personal Data of employees of Partners and Affiliates shall be stored during the term of the employment contract with the Partner or Affiliate;     - Personal Data of Affiliates (when the Affiliate is a Personal Data Subject) shall be stored until the purposes of processing Personal Data are achieved |
| Formation and execution of civil law contracts | **Counterparties/ Representatives of Counterparties** | other | * + - name, patronymic, surname;     - date of birth;     - gender;     - series and number of the main identity document, information on the issue date of the specified document and the issuing authority;     - e-mail address;     - phone number;     - company (company of the employer/represented person);     - position;     - office (identification of the place of work);     - other Personal Data provided by the Counterparty | automated and non-automated processing | within the term of the relevant contract and within 10 years after its termination, unless a shorter period is agreed by the parties to the contract separately |
| Tracking mutual settlements with counterparties | * + - name, patronymic, surname;     - date of birth;     - series and number of the main identity document, information on the issue date of the specified document and the issuing authority;     - e-mail address;     - phone number;     - company (company of the employer/represented person);     - position |
| Recording of data for signing certificates of completion with counterparties | * + - name, patronymic, surname;     - date of birth;     - gender;     - series and number of the main identity document, information on the issue date of the specified document and the issuing authority;     - company (company of the employer/represented person);     - position |
| Interact with contractors, representatives/employees of contractors after the expiration of civil law contracts for the implementation of information and advertising mailings (by phone number, including instant messengers, and by e-mail) | * + - name, patronymic, surname;     - date of birth;     - e-mail address;     - phone number;     - company (company of the employer/represented person);     - position |
| Informing counterparties, representatives/employees of counterparties about new software products and 2GIS Services, services of DoubleGIS LLC | * + - name, patronymic, surname;     - e-mail address;     - phone number;     - company (company of the employer/represented person);     - position |
| Administration of Personal Data information systems | * + - name, patronymic, surname;     - date of birth;     - gender;     - series and number of the main identity document, information on the issue date of the specified document and the issuing authority;     - e-mail address;     - phone number;     - company (company of the employer/represented person);     - position;     - office (identification of the place of work);     - other Personal Data provided by the Counterparty |
| Compliance with the requirements of Federal Law No. 14-ФЗ dated 08.02.1998 “On Limited Liability Companies”, as well as other related requirements of the legislation of the Russian Federation, including holding general meetings of members, forming the Board of Directors, holding meetings of the Board of Directors, functioning of the Board of Directors, formation of the list of Affiliates, list of participants of DoubleGIS LLC, administration of Personal Data information systems | **Management Bodies** | other | * + - name, patronymic, surname;     - e-mail address | automated and non-automated processing | within 5 years after the member’s resignation from the management body, as well as during the entire term of being a member of the Board of Directors of DoubleGIS |
| Identification of the party to the contract between the User and 2GIS | **Users** | other | * + - name, patronymic, surname;     - date of birth;     - image;     - phone number;     - e-mail address;     - passport details, payment details | automated and non-automated processing | Personal data of Users shall be stored for the entire period of use of the account/Personal Account by the User and after its deletion within the period determined in accordance with Law No. 149-ФЗ | The destruction of Personal Data on computer media shall be performed by means of the information system (operating system, database management system).  Tangible media with Personal Data shall be destructed in accordance with the document “Regulations on the Organization of Handling of Protected Personal Data Media” |
| User authentication when registering in the Personal Account by making a call to the User’s phone number to provide a verification code | * + - name, surname;     - phone number;     - e-mail address |
| Authorization/authentication of the User in 2GIS Services by receiving an SMS message by the User (Short Message Service) with a verification code to enter 2GIS Services from 2GIS with the help of a telecom operator and/or intermediary organizations in the provision of services for sending SMS messages | * + - name, surname;     - phone number;     - e-mail address |
| Provision of services to Users using 2GIS Services and further improvement of 2GIS Services, development of new services and functionality based on feedback/information from Users | * + - name, surname;     - phone number;     - e-mail address |
| Responding to User requests to the support service, informing Users about the capabilities of 2GIS Services, sending requests regarding the use of 2GIS Services | * + - name, surname;     - phone number;     - e-mail address |
| Formation of the User profile based on the Information received and provision of the relevant Information to 2GIS partners (website and application owners, advertising networks, companies in the field of Internet business and/or finance) to create advertising products for certain groups of users and/or displaying advertising on websites, programs, products or services of partners | * + - name, surname;     - phone number;     - e-mail address |
| Communication with the User for establishing partnerships, negotiating the terms of contracts with the User and/or the Client in whose interests they act concluding and executing such contracts | * + - name, patronymic, surname;     - date of birth;     - phone number;     - e-mail address;     - name of the Client;     - TIN of the Client, position |
| Creation of a unique User identifier to identify the User as a Client of the Bank, Information Partnership Companies[[1]](#footnote-1), Bank partners[[2]](#footnote-2); personalization of 2GIS proposals for the Bank products, products of Information Partnership Companies, Bank partners, creation and development of existing and new Bank products, products of Information Partnership Companies, Bank partners | * + - phone number;     - date of phone number confirmation |
| Personalization of offers from the Bank: analytical, statistical, marketing research and surveys; determination of interests for the formation of personal proposals; development of new functionality, services and products; preliminary assessment of the conditions for the conclusion and execution of contracts for the provision of services | * + - hash mobile phone number;     - hash email address;     - Android device ID;     - IOS device ID;     - digital identifier generated as part of the use of the Sber ID Service;     - Web ID;     - interests of the entity identified by automated systems of the Bank based on data analysis |
| Displaying the user’s location in 2GIS Service available to users from the “Friends” category of the user;  upon a separate permission of the user, displaying the user’s location on interactive stands, on a locally projected 2GIS map, during public events of 2GIS with the participation of the user | * + - user image (avatar);     - User location (mobile application);     - first letters of the first and last name |
| Adding and/or updating information in the Directory of 2GIS Organizations in relation to the Client in whose interests the User acts, eliminating inaccuracies of 2GIS Services, including communications with the User for the specified purposes | * + - name, patronymic, surname;     - phone number;     - e-mail address |
| Performing actions to search for and attract Users in order to decide on the possibility of providing them with banking products and/or non-banking services and other electronic services and services by 2GIS partners | * + - name, patronymic, surname;     - phone number;     - e-mail address;     - name of the Client |
| Storing phone numbers from the address book of the User’s device in order to notify the User that any of their contacts have registered in 2GIS Services, as well as to notify contacts from the User’s address book who are already registered in 2GIS Services that the User has registered in 2GIS Services | * + - phone number;     - e-mail address |

1. List of Information Partnership Companies[: www.sberbank.ru/ru/person/info\_partner](http://www.sberbank.ru/ru/person/info_partner) [↑](#footnote-ref-1)
2. List of Sberbank Partners: <https://www.sberbank.ru/ru/person/dist_services/sberbankid?tab=partners> [↑](#footnote-ref-2)