

Privacy Policy for the Processing of Personal Data

1. General Provisions

This privacy policy on the processing of personal data is established by IE (Individual Entrepreneur) SHAKHMAYEVA YULIA EDUARDOVNA (Operator) and defines the procedures for processing personal data, as well as the measures taken to ensure the security of personal data.

- 1.1. The Operator prioritizes respecting human rights and freedoms, including the right to privacy, personal and family confidentiality, in the processing of personal data.
- 1.2. This Policy applies to all personal data that the Operator may receive from users of the website <https://swift-studio.com>.

2. Definitions

- 2.1. Website - A collection of graphical, informational materials, and software accessible via the internet at <https://swift-studio.com>.
- 2.2. Personal Data Information System - A system containing personal data stored in databases and ensuring the processing of this data with information technologies.
- 2.3. Anonymization - Actions that make it impossible to identify the personal data to a specific User without additional information.
- 2.4. Personal Data Processing - Any action or set of actions with personal data, including collection, recording, systematization, accumulation, storage, clarification (updating, modification), extraction, use, transfer (provision, access), anonymization, blocking, deletion, and destruction of personal data.
- 2.5. Personal Data - Information specified in Section 6 of this Policy, related directly or indirectly to an identified or identifiable User of the website <https://swift-studio.com>.
- 2.6. Personal Data Available for Distribution - Personal data authorized by the subject for dissemination, enabling access to an unlimited number of people.
- 2.7. User - Any visitor to the website <https://swift-studio.com>.
- 2.8. Provision of Personal Data - Actions aimed at disclosing personal data to a specific person or group of persons.

3. Operator's Rights and Obligations

- 3.1. The Operator has the right to:
 - Obtain accurate personal data from the subject;
 - Provide access to personal data to its employees, contractors, and sub-contractors exclusively for the purposes indicated in this Policy;
 - Continue processing personal data without the subject's consent if there are valid legal grounds.

4. 3.2. The Operator is obligated to:

- Provide the subject with information on the processing of their personal data;
- Organize personal data processing in accordance with current legislation;
- Respond to requests and inquiries from data subjects and their representatives;
- Ensure legal, organizational, and technical measures to protect personal data from unauthorized access, destruction, modification, blocking, copying, provision, dissemination, and other unlawful actions.

5. Data Subject's Rights and Obligations

4.1. Data subjects have the right to:

- Access information regarding the processing of their personal data;

- Request corrections, blocking, or deletion of incomplete, outdated, inaccurate, unlawfully obtained data;
 - Withdraw consent for the processing of personal data.
- 6. 4.2. Data subjects are obligated to provide accurate information about themselves and update it when necessary.
- 7. **Principles of Personal Data Processing**
 - 5.1. Processing is restricted to specific, lawful purposes.
 - 5.2. Only personal data compatible with these purposes are processed.
- 8. **Purposes of Data Processing**

Data is processed for communication with the User, including sending information, discussing orders, and providing services. Personal data collected may include email, name, and other data provided voluntarily by the User.
- 9. **Conditions for Processing Personal Data**
 - 7.1. Data processing is carried out with the consent of the data subject.
 - 7.2. Processing is necessary for fulfilling a contract or agreement involving the data subject.
- 10. **Collection, Storage, Transfer, and Processing of Personal Data**
 - 8.1. The Operator ensures the security of personal data and takes measures to prevent unauthorized access.
 - 8.2. Personal data will not be transferred to third parties without the User's consent, except when required by law or when consent is provided for contract fulfillment.
 - 8.3. Users can update personal data by notifying the Operator at welcome@swift-studio.com.
 - 8.4. Processing duration is determined by the purpose of the data collection, except as otherwise required by law.
 - 8.5. Data collected by third-party services (e.g., payment systems) is stored and processed according to those parties' agreements and privacy policies.
 - 8.6. The Operator ensures the confidentiality of personal data.
- 11. **List of Actions with Personal Data**

The Operator performs collection, recording, systematization, accumulation, storage, updating, extraction, use, transfer, anonymization, blocking, deletion, and destruction of personal data.
- 12. **Cross-Border Transfer of Personal Data**

The Operator informs the relevant authorities before any cross-border transfer of data if required for providing services to the User.

11. Confidentiality of Personal Data

The Operator and any others granted access to personal data are obligated not to disclose it to third parties without the subject's consent.

12. Final Provisions

12.1. Users can contact the Operator for any questions about personal data processing via email: welcome@swift-studio.com.

12.2. This Policy is effective indefinitely until replaced by a new version.

12.3. The current version of the Policy is publicly available at <https://swift-studio.com/privacy-policy>.
