

# PRIVACY POLICY

## 1. DEFINITIONS OF TERMS

1.1. «Personal Data» means any information relating to an identified or identifiable natural person (data subject).

1.2. «Processing of Personal Data» means any operation or set of operations which is performed on personal data, whether or not by automated means, including collection, recording, organization, structuring, storage, destruction of personal data.

1.3. «Client» means a natural or legal person using the services of SPACECORE.

1.4. «Consent» means the voluntary, specific, informed, and conscious expression of the client's will, allowing the processing of his personal data.

1.5. «Confidentiality of Personal Data» means a mandatory requirement for SPACECORE's employees to not disclose personal data without the consent of the data subject or the presence of other legal grounds.

## 2. GENERAL PROVISIONS

2.1. This Policy is implemented by the Organization for the processing and protection of personal data of individuals. It is based on the applicable personal data legislation.

2.2. The Policy applies to all personal data that the Organization may receive during its activities, including the data of the Organization's Clients.

2.3. The main purpose of the Policy is to provide individuals who provide their personal data with sufficient information to understand what data is collected, for what purpose, and what measures are taken to protect them.

2.4. The Policy is aimed at protecting the rights and freedoms of individuals in the processing of their personal data, regardless of whether automated systems are used for this. It also establishes the duties and responsibilities of persons who have access to personal data for violations of norms in the processing and protection of these data.

2.5. When using the services and services of the Organization, clients, by informing the organization of their personal data, including through third parties, confirm their consent to their processing in accordance with the Policy.

2.6. Consent to the processing of personal data can be revoked at any time. If a client revokes their consent to the processing of personal data, the Organization may continue processing them without the client's consent if this is provided for by applicable law.

### 3. DATA COLLECTION AND STORAGE PROCEDURES

3.1. SPACECORE collects personal data of clients and users for the purpose of providing and improving its services. Data collection may be carried out directly or through third parties.

3.2. All information collected by the company is stored using modern technologies and data protection methods. This ensures the confidentiality and security of information at all stages of processing.

3.3. Personal data may be stored both electronically and on physical media. The company provides appropriate protection measures to prevent unauthorized access, alteration, or destruction of data.

3.4. In the event of data collection from third parties, SPACECORE confirms that it has all necessary permissions and consents for such collection and further use of the data within its activities.

3.5. The company regularly reviews and updates its data collection, storage, and processing methods to ensure maximum protection and compliance with changing requirements and standards.

### 4. RIGHTS, OBLIGATIONS, AND RESPONSIBILITIES OF THE PARTIES

4.1. Clients of SPACECORE have the right to access their personal data processed by the company, and may request their correction, update, or deletion.

4.2. The company is obligated to provide clients with accurate and complete information about the collected data and the purposes of their processing, while maintaining transparency in its methods.

4.3. Clients have the right to withdraw consent to the processing of their personal data at any time, understanding that this may affect the quality and availability of provided services.

4.4. SPACECORE is obliged to ensure the protection of personal data from unauthorized access, use, alteration, or destruction.

4.5. The company must promptly respond to client requests regarding their personal data and take appropriate actions in accordance with applicable legislation.

4.6. Clients are obliged to provide accurate and up-to-date data when requested by the company. In case of changes in personal information, clients should promptly inform the company for data updating.

### 5. CHANGES TO THE PRIVACY POLICY

5.1. In the event of changes to the privacy policy, SPACECORE is obligated to notify clients of such changes in advance. Notification may be carried out through the company's official website, by email, or other means of communication provided in the contractual relations with clients.

5.2. After changes are made to the privacy policy, clients have the right within a set period to familiarize themselves with the new version of the policy and, in case of disagreement with the changes, to make a decision to discontinue further use of SPACECORE's services and/or to delete their personal data from the company's database.