

## **PERSONAL DATA PROCESSING POLICY**

The editorial policy of the journal regarding the processing of personal data is determined in accordance with the provisions of the Federal Law of the Russian Federation of July 27, 2006 "On Personal Data".

### ***1. General Provisions and Concepts***

The editorial board of the journal acts as an operator of personal data, which is understood to be information related to a directly or indirectly determined or determinable individual (subject of personal data), namely:

- last name, first name, patronymic;
- position and place of work;
- telephone;
- email address;
- photographs

The processing of personal data is any action (operation) or set of actions (operations) with personal data performed by the editorial board with or without the use of automation tools.

The processing of personal data includes, among other things: collection; recording; systematization; accumulation; storage; clarification (updating, modification); retrieval; use; transfer (distribution, provision, access); depersonalization; blocking; deletion; destruction of personal information.

### ***2. The following categories are considered subjects of personal data for the editorial board:***

- authors of articles — results of scientific research, reviews, reviews published in the journal;
- members of the editorial board and editorial council of the journal;
- editors of the journal;
- reviewers of the journal;
- representatives of the technical service of the journal;

### ***3. Purposes of collecting personal data***

The editorial board processes personal data of subjects for the following purposes:

- identifying the authorship of a scientific work; reviewing an article (with depersonalization of the reviewed work); communicating with the author; pre—press preparation of an article; publishing an article and distributing the journal materials in accordance with the section "Conditions for transferring copyright": on the journal's website, in archivers, in scientometric databases with which the editorial board has concluded agreements;
- representing members of the editorial board and editorial council, editors, representatives of the technical service on the journal's website in the public domain and for representing the journal in scientometric databases and scientific communities;
- organizing work on reviewing articles (according to the "double—blind review" system adopted in the journal);
- sending (transferring) printed copies of the journal to subscribers.

#### ***4. Grounds for processing personal data***

4.1. The legal basis for processing personal data is the consent to the processing of personal data, which is given by:

- a member of the editorial board or editorial council who has given consent to join the editorial board or editorial council of the journal;
- the author, having familiarized himself with the editorial policy and rules on the website, when submitting an article and accompanying materials to it, to the journal by e-mail of the editorial board intended for communication with authors and for submitting articles (info@psta.psiras.ru);

4.2. The subject of personal data makes a decision to provide his personal data and gives consent to their processing freely, of his own free will and in his own interests.

4.3. In case of incapacity of the subject of personal data, consent to the processing of his personal data is given by the legal representative of the subject of personal data.

4.4. In case of death of the subject of personal data, consent to the processing of his personal data is given by the heirs of the subject of personal data, unless such consent was given by the subject of personal data during his lifetime.

#### ***5. Right of the personal data subject to access his/her personal data***

5.1. The personal data subject has the right to receive information regarding the processing of his/her personal data, including the following:

- 1) confirmation of the fact of personal data processing by the operator;

- 2) legal grounds and purposes of personal data processing;
- 3) purposes and methods of personal data processing used by the operator;
- 4) name and location of the operator, information about persons (except for the operator's employees) who have access to personal data or to whom personal data may be disclosed on the basis of an agreement with the operator or on the basis of federal law;
- 5) processed personal data related to the relevant personal data subject, the source of their receipt, unless another procedure for submitting such data is provided for by federal law;
- 6) terms of personal data processing, including the terms of their storage;
- 7) the procedure for the exercise by the personal data subject of the rights stipulated by this Federal Law;
- 8) information on the completed or proposed cross-border transfer of data;
- 9) the name or surname, first name, patronymic and address of the person processing personal data on behalf of the operator, if the processing is or will be entrusted to such person;
- 10) other information.

5.2. If the personal data subject believes that the operator processes his personal data in violation of the requirements of this Federal Law or otherwise violates his rights and freedoms, the personal data subject has the right to appeal the actions or inaction of the operator to the authorized body for the protection of the rights of personal data subjects or in court.

## ***6. Editorial duties***

6.1. The editorial board undertakes to limit the processing of personal data to achieving the stated goals (see clause 3).

6.2. The editorial board is obliged to transfer personal data of all categories of personal data subjects to inquiry and investigation bodies, other authorized bodies on the grounds stipulated by the current legislation of the Russian Federation.

6.3. The operator is obliged to provide the personal data subject or his representative with the opportunity to familiarize themselves with the personal data related to this personal data subject free of charge.

6.4. Within a period not exceeding seven working days from the date of provision by the personal data subject or his representative of information confirming that

the personal data are incomplete, inaccurate or outdated, the operator is obliged to make the necessary changes to them.

6.5. Within a period not exceeding seven working days from the date of submission by the personal data subject or his/her representative of information confirming that such personal data were illegally obtained or are not necessary for the stated purpose of processing, the operator is obliged to destroy such personal data.

6.6. The operator is obliged to notify the personal data subject or his/her representative of the changes made and the measures taken and take reasonable measures to notify third parties to whom the personal data of this subject were transferred.

### ***7. The procedure and conditions for processing personal data***

The procedure and conditions for processing personal data are determined based on the category of personal data subjects and the corresponding purposes of using personal data.

7.1. The personal data of article authors are divided into two groups:

1) intended for identification of the individual and communication with the editorial board (the editorial board has no right to transfer them to third parties (except for cases stipulated by clause 5.2) and stores them permanently in electronic form to resolve issues of republication, retraction of articles at the request of third parties whose copyright and interests have been violated);

2) intended for publication in the journal and presentation of the author of the article, possible contact with him by readers, export together with article materials to scientometric databases.

The composition of these personal data is determined by the author and the editorial board by agreement during pre-press preparation, but cannot concern the author's last name, first name, patronymic, his academic regalia, place of work and e-mail address (at the author's choice - work/corporate or personal).

7.2. Personal data of members of the editorial board and editorial council, editors, and representatives of the technical service are divided into two groups: 1) intended for internal editorial work;

2) intended for publication on the journal's website in open access, for representation of the journal in scientometric databases, scientific communities.

The composition of personal data is determined by agreement with this category of personal data subjects, but cannot be less than required by the tasks of representation.

7.3. The personal data of the journal's reviewers are permanently stored in the journal's editorial office, are used to communicate with the editorial board members, editors with reviewers, are not published on the journal's website and are confidentially transferred exclusively to e-Library in accordance with the agreement.

#### ***8. Information on measures aimed at ensuring that the editorial board fulfills its obligations stipulated by the Federal Law "On the Processing of Personal Data"***

8.1. The deputy editor-in-chief of the journal has been appointed by the decision of the editorial board as the person responsible for processing the personal data of the members of the editorial board and the editorial staff, editors, authors, and representatives of the technical service.

8.2. The operator has the right, with the consent of the personal data subject, to assign the processing of personal data to another person.

In this case, if the operator assigns the processing of personal data to another person, the operator is responsible to the personal data subject for the actions of the said person.

#### ***9. Withdrawal of personal data by the subject***

Personal data subjects and their representatives, authorized bodies have the right to withdraw consent to the processing of personal data, to their storage in connection with the right to withdraw an unpublished or published article, having reasonably substantiated their withdrawal.

Contact address for inquiries: [info@psta.pstir.ru](mailto:info@psta.pstir.ru) The editors undertake to promptly consider such requests and make appropriate corrections on the website, in the database, and also notify the scientometric databases to which the journal materials are exported of the edits, but cannot guarantee corrections in these databases.