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Privacy Policy

The privacy policy of INTIME Firm LLC (Taxpayer Identification Number (INN) 7710019633) (hereinafter also referred to as the "Company") shall apply to the personal data provided by the Company's customers, both for the provision of various kinds of services and for other interactions, mostly, in electronic format, as well as upon the participation of customers in the Company's promotional events, the provision of technical support to the customer and customer service.

The customer gives consent to processing of personal data by clicking the "Send Request" button and agrees to accept the rules hereof. This consent is given to the processing of personal data, both with and without the use of automation tools. Consent is given, including to possible informational (advertising) notifications (including the provision of newsletters, marketing events mailings, special offers and promotions via SMS and e-mail).

INTIME Firm LLC reserves the right to make changes and modifications to the Privacy Policy's current provisions and these changes and modifications shall take precedence over the Policy's current provisions. Please note that the services provided by INTIME Firm LLC may contain links to third parties having their own Privacy Policy provisions. In such cases, INTIME FIRM LLC shall bear no responsibility for the content and compliance with any third-party Privacy Policy provisions. Providing INTIME Firm LLC with the personal data, the customer gives full consent to their processing by the methods provided for by the Company Privacy Policy's current provisions.

Collection procedure, storage and destruction of personal data

INTIME Firm LLC collects personal data only with the user's consent and solely to provide the customer with a feature or service requiring private information: informing, participating in promotional events, service. INTIME Firm LLC uses a full range of information security measures (technical and organizational) in order to prevent leaking of a customer's personal data.

The maximum period for storage of a customer's personal data is 75 years from the moment the Company received the private data. In other cases, the Company shall keep a customer's personal data until the termination of its business.

Destruction, depersonalization or blocking of a customer's personal data or part of it is carried out to preclude the possibility of further processing of the data.

INTIME Firm LLC collects a customer's personal data in the following categories:

Technical data:

- access time and IP address;
- links to the Company's Internet resource;
- web pages visited by the user;
- views of advertising banners;
- other technical data provided by the user's browser;
- the customer's phone number (in the case of a call to the number listed on the company's website).

When interacting with a customer on the website <https://www.alcontower.ru/>, owned by INTIME Firm LLC, the Company collects the customer's personal data necessary for services personalization/order delivery/customer feedback:

- User first name
- User surname
- e-mail, phone number and address;
- name of legal entity.

Data on user's actions:

- information on agreements/contracts between the customer and the Company;
- information on inquiries and appeals addressed to the Company;
- data on goods purchased by the customer and services used by the customer.

The purposes of processing personal data of customers of INTIME Firm LLC:

- sales and the provision of other services to the customer;
- taking into account customer wishes (when developing a new product or service);
- informing the customer of promotions, discounts and special offers via electronic and SMS mailings;
- provision of customer feedback;
- receiving a summary on the website's users for marketing purposes and fulfilling contractual obligations to customers, contractors and other personal data entities.

List of the personal data operations for which I give my consent, general description of the processing methods used by the Operator in accordance with Paragraph 3 of Article 3 of Federal Law No. 152-FZ "On Personal Data" dated July 27, 2006. During processing, the following operations will be performed with respect to personal data: collection, recording, systematization, accumulation, storage, modification (updating, alteration), use, depersonalization, removal, destruction.

INTIME Firm LLC does not provide customer's personal data to third parties, except in cases of:

- obtaining direct user consent to the transfer of their personal data to a third party;
- upon request of law enforcement authorities in accordance with applicable laws;
- the company's merger and acquisition.

Use of Cookies and Point Markers by INTIME Firm LLC

Cookies make it possible to collect the following information about a customer: IP address / operating system / browser type / addresses of referring sites. This is necessary to improve the services provided to the company's customer (informing customers when visiting the website <https://www.alcontower.ru/>, when closing the browser, analyzing traffic, etc.). If a customer so desires, they can prevent tracking of their actions by disabling Cookies at any time.

User rights regarding personal data

If customers wish to stop processing of their personal data, they can contact INTIME Firm LLC (address: 72 Leningradsky Avenue, Bldg. 4, Moscow).