

## Privacy Policy

UAB «Pay Assistant» is mindful of protection of Your personal data. We have prepared this Privacy Policy in order for You to find out about the processing of personal data. Please read it carefully before using the Pay Assistant Service.

The Privacy Policy defines the rules of the processing of data received from You. We rely on Your informed consent to the terms of the Privacy Policy. If You have any questions about the terms, You can send them to: [support@pay-assistant.com](mailto:support@pay-assistant.com).

If You do not agree with the terms of the Privacy Policy, we ask You to stop using the Service by deleting the Personal Profile and/or closing the page of the website <https://pay-assistant.com/>. Your continued use of the Service signifies Your freely given, specific, informed and conscious acceptance of the Privacy Policy.

### 1. Definitions

**Privacy Policy (Policy)** – this Privacy Policy, which includes a consent on the processing of personal data.

**Pay Assistant Service (Service)** – a service for document flow automation and settlements with freelancers. The Service includes a website on the Internet <https://pay-assistant.com>, the information contained in databases, a computer program, design elements, a content, other components of the Service. Full access to the Service is provided after passing the registration procedure.

**User (You)** – an individual who has reached the required age to accept the Agreement in accordance with the legislation of the Republic of Lithuania, has the appropriate authority, and has free access to the Internet to use the Service.

**Operator (We)** – the legal entity UAB «Pay Assistant», that independently or in cooperation with other persons organizes and (or) processes personal data, determines the purposes of the processing of personal data, the scope of processed personal data actions performed with personal data both automatically and manually.

**Personal data** – any information related to directly or indirectly identified or identifiable User of the Pay Assistant Service.

**Cookies** – small pieces of data that are received and processed by Your device. Cookies store and send to the website the information that allows us to remember Your preferences, for example, language settings, and allows us to track Your actions when You interact with the site. Cookies also mean other technologies that perform similar functions, for example, web beacons (including pixel tags), HTML5 (local storage).

**Personal data processing** – actions performed both automatically and manually with personal data, including collection, recording, arrangement, accumulation, storage, specification (updating, changing), extraction, use, transfer (distribution, provision, access), anonymizing, blocking, deletion, destruction of personal data, cross-border transfer of personal data, as well as any other actions with personal data.

**Personal Profile** – a personalized module of the Pay Assistant Service, which is accessed by entering authentication details on the Pay Assistant Service login page: login (username) and password (access code). Entering authentication details on the Personal Profile and further use of the Personal Profile is equivalent to using a simple electronic signature.

## 2. General provisions

The Privacy Policy in conjunction with the User Agreement is an agreement between You as an Internet user (an individual, or an authorized representative or an employee of a legal entity) and UAB «Pay Assistant», which establishes the rules of use of the Service, collectively referred to as the «Parties».

Some terms of the Policy may change periodically, so we ask You to check the current version regularly to stay up to date with the current rules. A new version of the Policy or its changes enters into the force immediately upon posting of it on the Service website. We will notify You on significant Policy changes.

Continuing using of the Service constitutes Your acceptance of the changed terms of the Policy. A refusal to change the terms of the Policy and a withdrawal of the consent on the processing of personal data are possible only by deleting the Personal Profile and completely stopping of use the Service.

By accepting the Policy, You guarantee to provide complete and reliable data to the Service. You are solely responsible for the accuracy and reliability of provided data, content and information.

Personal data of children and minors:

- We do not collect, process, store, use or transfer personal data of individuals under the age of 14 (Fourteen) years of age if he/she is a citizen of a member state of the Commonwealth of Independent States, under the age of 15 (Fifteen) years of age if he/she is a citizen of a member state of the European Union or any other country.

Please do not use the Service, if You are:

- less than 14 (Fourteen) years of age and You are a citizen of a member state of the Commonwealth of Independent States,
- less than 15 (Fifteen) years of age and You are a citizen of the European Union or any other country,
- not obtained all necessary permissions and consents for performance of works and/or providing services in the country from which You apply and use the Pay Assistant Service.

## 3. What data do we process?

We may collect the information about You and/or Your device when You visit the website <https://pay-assistant.com> and use the Service. To do this we ask You to provide the consent on the processing of requested data.

By indicating that you accept the terms of the Policy, You consent on the processing of the following data:

### 1) Personal data:

- full legal name;
- address;
- e-mail;
- contact phone number;
- date and place of birth;
- passport series and number, date and place of issue, name of the issuing authority;
- address of residence;
- tax identification number;
- bank account details;
- information about accounts in social networks and messengers;
- history of previous operations;
- selection of available Service settings.

## **2) Cookies:**

- location;
- time zone;
- type and version of the operating system (OS);
- browser type and version;
- OS and browser language;
- device type and its screen resolution;
- previously visited websites;
- interaction with the site (for example, mouse clicks, switching between pages, time spent on the page, choosing site settings and other actions);
- IP address.

## **3) Payment data:**

We do not collect or process Your payment data, except for the data necessary to pay a remuneration to Subcontractors for performed works or provided services (bank account details). This data is processed by the payment system chosen by You according to the rules established by this payment system.

## **4. Privacy policy**

### **1) Correct operation, error correction, automation and Service improvement**

Types of data:

Cookies

### **2) Creating and using the Personal Profile**

Personal data:

- full legal name;
- address;
- email;
- contact phone number;
- date and place of birth;
- passport series and number, date and place of issue, name of the issuing authority;
- address of residence;
- tax identification number;
- bank account details;
- information about accounts in social networks and messengers;
- history of previous operations;

Cookies

### **3) Sending You notifications, informational and promotional materials from the Pay Assistant Service**

Personal data:

- full legal name;
- e-mail;

Cookies

### **4) Verification of the Personal Profile and actions in it to confirm the use of the Service in accordance with the User Agreement and the Privacy Policy, elimination of technical problems**

Personal data:

- full legal name;
- address;
- e-mail;
- contact phone number;
- date and place of birth;
- passport series and number, date and place of issue, name of the issuing authority;
- address of residence;
- tax identification number;
- history of assigned/completed tasks;

Cookies

### **5) Payment of a remuneration to Subcontractors for performed work or provided services**

Personal data:

- full legal name;
- bank account details;

Cookies

## **7) Collecting the information for social networks and Internet statistics servers (Yandex.Metrica, Google Analytics, Facebook, VKontakte, Callibri services)<sup>1</sup>**

Personal data:

- information about accounts in social networks and messengers;

Cookies

## **5. Restrictions**

Personal data are stored for the entire term of the agreement and for one year after its termination. You have the right to delete data by sending us the withdrawal of the consent on the processing of personal data.

## **6. Who has access to Your data and to whom is it transferred?**

By accepting the terms of the Policy, you agree that your data may be transferred to another company associated with the UAB Pay Assistant Service, located at <https://pay-assistant.com>. At the same time, we ensure the same level of protection of your data both by UAB Pay Assistant and other companies associated with us.

We also use services Yandex. Metrica, Google Analytics, Facebook, VKontakte, Callibri which collect Your data. You may find out more about how these persons collect, processing and using your data, as well as how to prohibit or restrict their use, by following these links:

Yandex. Metrica: <https://yandex.ru/legal/confidential/>;

Google Analytics:

[https://support.google.com/analytics/topic/2919631?hl=ru&ref\\_topic=1008008](https://support.google.com/analytics/topic/2919631?hl=ru&ref_topic=1008008);

Facebook: <http://www.facebook.com/about/privacy/>;

VKontakte: <https://vk.com/privacy>;

Callibri: <https://callibri.ru/privacy/14771>.

To ensure payment transactions on our website, we transfer a part of Your personal data (to the extent necessary) to the bank, payment systems, issuers and other persons whose participation is necessary for conducting payment transactions to which You have expressed explicit or implied agreement.

The data may be transferred at the request of law enforcement agencies, authorities or courts if we have a direct obligation under the applicable legislation.

## **7. Security**

We take all necessary measures to protect Your data from unauthorized or accidental access, modification, and other illegal actions with them by third parties. To do this, depending on the type of the data and the way it is processed, we take various appropriate

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<sup>1</sup> Processing of depersonalized data

measures, including: processing and storing data in encrypted form, testing of the taken measures, regular review and improvement of the measures taken.

The Operator and other persons who have received access to personal data in accordance with the Policy undertake not to disclose or distribute personal data to third parties without Your consent, unless otherwise provided by law.

If there is a leak of Your data, we undertake to inform You about it within 72 hours from the moment when we become aware of the fact of the leak. The data leak report includes: a description of the affected data; contact details of the official You can contact; the likely consequences of the data leak; information about the measures we take to eliminate the negative consequences of the data leak.

We undertake to keep information about all facts of any data leak, including a description of the affected data, the consequences of the data leak and information about the measures we have taken.

## 8. Your rights

You have the following non-exhaustive list of rights regarding the processing of Your personal data:

**Right of access.** You can request the information from us about the data about You we store and process. If we have any of Your personal data, we will provide an opportunity to get acquainted with it.

**Right to clarify.** You have the right to make changes to Your personal data if You find that the data held by us is untrue or inaccurate.

**Right to restrict.** You may withdraw the consent on the processing of personal data for advertising and informational purposes by unsubscribing from the mailing list. In this case, we will not send You advertising and informational messages, inform You about special offers.

**Right to withdraw the consent.** You have the right to withdraw the consent on the processing of personal data. In this case, we will delete all Your data for which we needed Your consent on the processing, including Your Personal Profile, purchase history and other information. We will store only strictly necessary data that we need to report to government authorities or to fulfill our warranty obligations. If You exercise the right to withdraw the consent, we will not be able to provide You the full functional of the Pay Assistant Service. By withdrawing the consent on the processing of personal data, You agree that we will restrict Your access to the Pay Assistant Service.

## 9. Change of ownership

If UAB «Pay assistant» assigns its rights and obligations to the third party You consent to disclosure to this party all information about You including Your personal data and use of this information for purposes determined by the purpose of the Service.

Your continued use of the Service signifies Your acceptance of the terms of Agreement and the Privacy Policy of the Service's subsequent Owner and/or the Service Operator.

## 10. Contacts

You can send questions and comments on the Policy, access and use of the Pay Assistant Service in a convenient for You way:

- e-mail to our support service:  
[support@pay-assistant.com](mailto:support@pay-assistant.com);
- call +370 679 20301;
- fill out the form on the website  
<https://pay-assistant.com>.

Contact details for official correspondence:

Company number in the commercial register of Lithuania: 304104978,

Address: V. Nagevičiaus str. 3, LT-08237, Vilnius,

Representative: Anastasiya Mialeshka,

E-mail address: [support@pay-assistant.com].