

PRIVACY POLICY

of the Legal Entity Association “Kazakhstan National Association of Professional Engineers and Consultants” (KNAPEC)

Astana, Republic of Kazakhstan

Date: [to be specified]

1. General Provisions

1.1. This Privacy Policy (hereinafter — the “Policy”) sets out the procedure for processing and protecting the personal data of individuals and legal entities (hereinafter — the “Client”) provided during registration for participation in the **Caucasus and Central Asia Construction Forum** (hereinafter — the “Forum”), organized by KNAPEC.

1.2. The purpose of this Policy is to ensure the protection of individual rights and freedoms during the processing of personal data, including the right to privacy, personal and family confidentiality.

1.3. KNAPEC complies with the laws of the Republic of Kazakhstan, including the Law “On Personal Data and Their Protection,” as well as applicable international standards.

2. Scope of Personal Data

2.1. Personal data may include, but is not limited to, the following information voluntarily provided by the Client:

- Full name, position, organization;
- Contact details (phone number, e-mail, address);
- Payment details (if needed for invoice issuance);
- Any other information submitted through registration forms, correspondence, or requests.

3. Purpose of Data Processing

3.1. Personal data is processed solely for the following purposes:

- Registration for participation in the Forum;
- Providing access to the event;
- Communicating with Clients, including notifications, updates, and program announcements;
- Preparation of financial and registration-related documents;
- Sending information about future events, training sessions, and updates from KNAPEC.

4. Data Processing and Protection

4.1. Processing may include the collection, systematization, storage, updating (clarification), use, anonymization, and destruction of personal data.

4.2. Personal data is stored in electronic form on secure servers protected by technical and organizational measures.

4.3. Access to personal data is granted only to authorized employees of the Organizer who have signed non-disclosure agreements.

5. Disclosure to Third Parties

5.1. Personal data shall not be shared with third parties unless required by the laws of the Republic of Kazakhstan or based on the Client's explicit written consent.

5.2. KNAPEC may engage third-party service providers (e.g., email campaign providers, online registration platforms) to process data solely for the purpose of fulfilling its obligations to the Client, provided that appropriate confidentiality agreements are in place.

6. Data Retention Period

6.1. Personal data is retained only as long as necessary to achieve the purposes for which it was collected, or until the Client withdraws consent.

7. Client Rights

The Client has the right to:

- Request access to their personal data;
- Request correction, deletion, or restriction of processing;
- Withdraw consent to data processing (without retroactive effect on previous lawful processing);
- Submit a complaint to the authorized data protection body.

8. Contact Information

For any questions related to the processing of personal data, please contact KNAPEC at:

Address: 21 Manatau Street, Office 3, Astana, Republic of Kazakhstan

Phone: +7 702 926 6687

Email: knapec2023@gmail.com