

CONSENT TO PERSONAL DATA PROCESSING

Version 2026-09-26

Acting freely, of my own will and in my own interest, I give [Full legal name of the operator] (Astera Legal), taxpayer identification number (INN) [ИНН], state registration number (OGRN / OGRNIP) [ОГРН / ОГРНИП], registered address: [Registered address of the operator] (the Operator), consent to process my personal data under Russian Federal Law No. 152-FZ of 27 July 2006, On Personal Data, on the following terms. When using the form at <https://asteralegal.ru>, I express this consent by separately selecting the corresponding checkbox before submitting my enquiry. This English text is an informational translation; the Russian text prevails.

1. Purpose of processing

Receiving and considering my enquiry about Astera Legal's legal services, clarifying the matter, replying through the contact I provide and discussing possible work arrangements. This consent does not cover advertising, mailings, event registration or publication of my data.

2. Personal data covered

To the extent necessary for the stated purpose:

- the mobile telephone number I provide in the Russian form; or the Telegram username / profile link or WhatsApp number I provide in the English form; the chosen contact method;
- my name, email address, necessary details of a company and my role as its representative, and a brief description of the enquiry, only if I voluntarily provide them during follow-up and they are necessary to consider the matter;
- the form language, enquiry and first landing pages, selected service or specialism, insight or lawyer, referring source and link tags, where present in the enquiry context;
- a record of this consent and the results of communication about the enquiry.

3. Processing operations

Collection, recording, organisation, accumulation, storage, correction (updating, alteration), retrieval, use, granting access within paragraph 5, blocking, deletion and destruction, only to the extent necessary for the purpose in paragraph 1. This consent does not authorise dissemination of my data to an unrestricted group of persons.

4. Processing methods

Processing may use automated and manual methods on electronic media and, where necessary, paper. The Operator may contact me through the channel I choose or provide in connection with my enquiry.

5. Access and entrusted processing

I authorise the Operator to grant necessary access to people involved in considering the enquiry and to entrust technical processing to the following persons: [Names and addresses of persons entrusted with data processing]. Processing is entrusted under a contract requiring confidentiality and data protection, and is limited to the purpose in paragraph 1 and the requirements of the Personal Data Law. Disclosure to other persons requires a ground provided for by law. Further processing information may be requested at info@astera.legal.

6. Duration of consent

Consent applies from the date it is given until consideration of my enquiry and necessary follow-up are complete, or until I withdraw consent, whichever occurs first. When processing ceases, data must be deleted or destroyed in the manner and within the time limits required by law unless another lawful ground permits further processing.

7. Withdrawal of consent

I may withdraw consent at any time by sending a free-form statement to info@astera.legal or [Registered address of the operator]. The statement should identify the contact or enquiry concerned and include information allowing the Operator to establish that the applicant is the individual whose data is concerned.

8. Effect of withdrawal

Withdrawal does not affect the lawfulness of processing carried out before it is received. After withdrawal, the Operator ceases processing based on consent. Processing without consent may continue only if a ground provided for by the Personal Data Law exists, and only to the extent necessary for that ground.