POLICY
on the Processing of Personal Data
by BLS Solutions Limited Liability Company
(BLS Solutions LLC)

Chapter 1.
GENERAL PROVISIONS

1.1. This Policy on the Processing of Personal Data by BLS Solutions LLC (hereinafter referred to as the Policy) has been developed in pursuance of the requirements of the Law of the Republic of Belarus dated May 7, 2021, No. 99-Z "On the Protection of Personal Data" (hereinafter referred to as the Law) in order to protect personal data, as well as the rights and freedoms of individuals when processing their personal data.
1.2. The Policy clarifies to personal data subjects for what purposes and in what manner their personal data is collected, used, or otherwise processed, and also defines the rights of personal data subjects in connection therewith and the mechanism for their exercise.
1.3. The Policy applies to relations associated with the processing by BLS Solutions LLC of personal data of users of the website "blscyprusbelarus.by" (hereinafter referred to as the Website) upon registering a user's personal account, of applicants when making an appointment for the purpose of submitting documents to obtain a visa, as well as purchasing services provided by the Visa Application Center, of applicants (candidates for employment), of individuals with whom BLS Solutions LLC concludes civil law contracts, of representatives of business entities authorized to sign a contract and/or perform actions within the framework of its execution, and of persons who have sent appeals to BLS Solutions LLC (hereinafter, unless otherwise specified, referred to as personal data subjects).
1.4. This Policy does not apply to the processing of personal data in the course of employment activities and when performing administrative procedures (in respect of employees and former employees), to the processing of cookies on the Website, or to the video surveillance conducted by BLS Solutions LLC.
1.5. Contacts of BLS Solutions LLC:

* location address: Republic of Belarus, 220007, Minsk, Tolstoy St., 8-2, office 204;
* email address: info.cyprusinbelarus@blshelpline.com;
* telephone: +375 (44) 732 23 39.

1.6. This Policy is published publicly on the Internet on the organization's website and is also posted publicly on the information stand of BLS Solutions LLC.

Chapter 2.
TERMS AND DEFINITIONS

2.1. Personal data means any information relating to an identified individual or an individual who can be identified.
2.2. Operator means a state body, a legal entity of the Republic of Belarus, another organization, or an individual, including an individual entrepreneur, who

independently or jointly with other specified persons organize and/or perform the processing of personal data.
2.3. Authorized person means a state body, a legal entity of the Republic of Belarus, another organization, or an individual who, in accordance with an act of legislation, a decision of a state body acting as an operator, or on the basis of an agreement with an operator, processes personal data on behalf of the operator or in its interest.
2.4. Personal data subject means an individual in respect of whom personal data is processed.
2.5. Processing of personal data means any action or set of actions performed with personal data, including: collection, systematization, storage, modification, use, depersonalization, blocking, distribution, provision, and deletion of personal data.
2.6. Provision of personal data means actions aimed at familiarizing specific persons or a circle of persons with personal data.
2.7. Distribution of personal data means actions aimed at familiarizing an indefinite circle of persons with personal data.
2.8. Deletion of personal data means actions as a result of which it becomes impossible to restore personal data in information resources (systems) containing personal data, and/or as a result of which material carriers of personal data are destroyed.
2.9. Cross-border transfer of personal data means the transfer of personal data to the territory of a foreign state.
2.10. Other terms used in the text of the Policy are used in the meanings accepted in the current legislation of the Republic of Belarus.

Chapter 3.
PROCEDURE AND CONDITIONS FOR THE PROCESSING OF PERSONAL DATA

3.1. BLS Solutions LLC acts as an authorized person and processes personal data on behalf of other entities acting as personal data operators (Consulates/Embasies) [hereinafter referred to as personal data operators].
3.2. Personal data operators determine the purposes of personal data processing, the categories of personal data subjects whose personal data is processed, the list of processed personal data, the legal grounds for processing personal data, their retention period, and the list of persons to whom and in what volume personal data is provided in accordance with Appendix No. 1, which is an integral part of this Policy.
3.3. BLS Solutions LLC processes personal data on behalf of the operator on the basis of the consent of personal data subjects, as well as on other legal grounds provided for by the legislation of the Republic of Belarus on personal data.
3.4. BLS Solutions LLC processes personal data on behalf of the operator both using automation tools and without using them, performing the following actions with personal data depending on the purpose(s) of processing: collection, systematization, storage, modification, use, provision (including cross-border transfer of personal data), and deletion. In cases where the processing of personal data involves its distribution, BLS Solutions LLC indicates the specific conditions under which such action is possible.

3.5. BLS Solutions LLC restricts the processing of personal data to the achievement of specific, previously stated processing purposes, and the storage of personal data is carried out in a form that allows identifying the personal data subject no longer than the stated processing purposes require.
3.6. The retention periods for personal data of personal data subjects are determined in accordance with the legislation of the Republic of Belarus on archiving and records management.
When determining personal data retention periods, BLS Solutions LLC is guided by the periods defined by the List of Standard Documents Generated in the Course of Activities of State Bodies, Other Organizations, and Individual Entrepreneurs, Indicating Retention Periods, approved by the Resolution of the Ministry of Justice of the Republic of Belarus dated May 24, 2012, No. 140 "On the List of Standard Documents". If the retention period for personal data of personal data subjects is not determined by the legislation on archiving and records management, the retention period for personal data of said persons is established by BLS Solutions LLC independently, based on the purposes of personal data processing and the specifics of the activities of BLS Solutions LLC.
Documents containing personal data are destroyed after the expiration of the established retention periods in the manner prescribed by the legislation in the field of archiving and records management. Personal data contained in information systems (resources) of BLS Solutions LLC are also deleted.
3.7. BLS Solutions LLC processes only those personal data that are necessary to achieve the stated purposes and does not allow their excessive processing.
3.8. In order to ensure the correct operation and improve the functioning of the Website, its usability, and the collection of analytical information in a generalized form, BLS Solutions LLC uses cookies.
The procedure for processing cookies is defined in the Cookie Processing Policy of BLS Solutions LLC, posted on the Internet on the organization's website.
3.9. In order to maintain public order, protect individuals, material assets, and other property, as well as to ensure performance and labor discipline, and control compliance with the procedure for storing documents, in particular the safety of documents transferred to the Consulate (including identity documents, travel documents, etc.), BLS Solutions LLC conducts video surveillance at the Visa Application Center located at: Minsk, Tolstoy St., 8-2, office 204.
The procedure for processing personal data when using the video surveillance system installed at BLS Solutions LLC is defined in the Video Surveillance Policy posted on the Internet on the organization's website.

Chapter 4.
AUTHORIZED PERSONS AND OTHER PERSONS PARTICIPATING IN THE PROCESSING OF PERSONAL DATA. CROSS-BORDER TRANSFER OF PERSONAL DATA.

4.1. BLS Solutions LLC processes personal data with the involvement of authorized persons for purposes in accordance with Appendix No. 2, including those providing information and technical support for information resources (systems) of BLS Solutions LLC, maintaining accounting and tax records of the economic activities

of BLS Solutions LLC, maintaining personnel records, delivering documents to the Consulate for visa issuance consideration, including Schengen Agreement countries, and delivering passports to the specified addresses of applicants.

4.2. For the purpose of maintaining accounting and tax records of the economic activities of BLS Solutions LLC, BLS Solutions LLC entrusts the processing of personal data to an authorized person – Accounting Support Center EXPERT LLC (location address: Minsk, Independence Ave., 117a, premise 4V).

4.3. For the purpose of maintaining personnel records and military registration, BLS Solutions LLC entrusts the processing of personal data to an authorized person – YurPortal LLC (location address: Minsk, Kalvariyskaya St., 42, office premise No. 28, room No. 23).

4.4. For the purpose of subscription maintenance of the information system – to an authorized person engaged in independent professional activity, Roman Gennadievich Kanterman.

4.5. For the purpose of courier delivery of passports to the specified addresses of applicants, BLS Solutions LLC entrusts the processing of applicants' personal data to AVTOLIGHT EXPRESS Limited Liability Company (location address: Republic of Belarus, 220015, Minsk, Odoevskogo St., 117, premise 23).

4.6. For the purpose of communicating with Website users via the personal account, making preliminary appointments (booking the date and time of the appointment by the Applicant for a visit to the visa application center), and verifying the Applicant at the entrance to the visa application center, BLS Solutions LLC provides access to applicants' personal data to the parent company BLS International Services Ltd, which acts as an operator in respect of this processing process (location address: BLS International 912, Indra Prakash Building, 21, Barakhamba Road, New Delhi – 110001 (India)).

4.7. For the purpose of informing citizens about the procedure for submitting documents to obtain a visa, the working hours of the Visa Application Center, as well as informing citizens about the status of submitted documents, BLS Solutions LLC entrusts the processing of personal data to an authorized person – LKT-SECURE LLC (location address: Russian Federation, 109028, Moscow, Pevchesky Lane, d. 4, building 4).

In the course of such processing, the provisions of the personal data processing agreement define requirements for the protection of personal data, in particular, the implementation by LKT-SECURE LLC of organizational, technical, and cryptographic measures to ensure the security of personal data in the manner established by Federal Law No. 152-FZ dated July 27, 2006, "On Personal Data", and the Order of the Federal Service for Technical and Export Control of Russia dated February 18, 2013, No. 21 "On Approval of the Composition and Content of Organizational and Technical Measures to Ensure the Security of Personal Data during Their Processing in Personal Data Information Systems".

4.8. For the purpose of transferring applicants' documents to/from the Consulate of the Republic of Cyprus, BLS Solutions LLC entrusts the processing of personal data to BLS INTERNATIONAL RU LLC (location address: Russian Federation, 115054, Moscow, Kosmodamianskaya Embankment, 52s7).

In the course of such processing, the provisions ofkes the personal data processing agreement define requirements for the protection of personal data, in particular, the

implementation by BLS INTERNATIONAL RU LLC of organizational, technical, and cryptographic measures to ensure the security of personal data in the manner established by Federal Law No. 152-FZ dated July 27, 2006, "On Personal Data", and the Order of the Federal Service for Technical and Export Control of Russia dated February 18, 2013, No. 21 "On Approval of the Composition and Content of Organizational and Technical Measures to Ensure the Security of Personal Data during Their Processing in Personal Data Information Systems".
Delivery of applicants' documents to the address of BLS INTERNATIONAL RU LLC is carried out by the following transport companies:

* Murud Logistic LLC (location address: Republic of Belarus, 220007, Minsk, Vuzovsky Lane, 3a, office 2);
* Semar ExpressBel LLC (location address: Republic of Belarus, 220005, Minsk, Platonova St., 34);
* CDEK Global LLC (location address: Russian Federation, 630007, Novosibirsk, Krivoshchekovskaya St., 15, building 1, floor 1, 2).

These legal entities directly deliver the cargo (documents contained in a closed and sealed container) and do not process the personal data of applicants.
4.9. For the purpose of reviewing applicants' documents to obtain a visa, including for Schengen Agreement countries, BLS Solutions LLC performs a cross-border transfer of personal data to:
* Consulate of the Republic of Cyprus (location address: Russian Federation, 350000, Krasnodar, Krasnykh Partizan St., 521, 3rd floor).

In accordance with the order of the National Center for Personal Data Protection of the Republic of Belarus dated November 15, 2021, No. 14 "On Cross-Border Transfer of Personal Data", the Republic of Cyprus is included in the list of foreign states on whose territory an adequate level of protection of the rights of personal data subjects is ensured, namely: regulatory legal acts defining the procedure for ensuring personal data protection have been adopted, and a regulator in the field of personal data protection has been defined.
4.10. Authorized persons process personal data on the basis of agreements concluded with BLS Solutions LLC and undertake to comply with the principles, rules of processing, and protection of personal data provided for by the Law. For each authorized person, a list of permitted actions with personal data to be performed by them and processing purposes are determined, an obligation to maintain confidentiality and ensure the security of personal data during their processing is established, and the necessary measures and requirements for the protection of processed personal data in accordance with the Law are indicated.
BLS Solutions LLC monitors the implementation by authorized persons of measures to ensure the protection of processed personal data on behalf of the operator.
4.11. BLS Solutions LLC provides personal data to other persons for purposes in accordance with Appendix No. 2, in particular:
* RUP "Belpochta" – for the purpose of sending postal correspondence;
* state bodies (organizations) in the presence of legal grounds established by the legislation of the Republic of Belarus on personal data.

Chapter 5.
METHODS OF OBTAINING THE CONSENT OF THE PERSONAL DATA SUBJECT TO THE PROCESSING OF PERSONAL DATA

5.1. The consent of the personal data subject is a free, unambiguous, informed expression of their will, by which they permit the processing of their personal data.
5.2. The consent of the personal data subject may be obtained by BLS Solutions LLC in writing or in another electronic form. In another electronic form, BLS Solutions LLC obtains the consent of the personal data subject by clicking a button on the Website confirming the choice.
5.3. Prior to obtaining consent, BLS Solutions LLC provides the personal data subject with information on the terms of processing of their personal data, namely:

* location of BLS Solutions LLC;
* purpose of personal data processing;
* list of processed personal data necessary to achieve the stated processing purpose;
* list of actions performed with personal data necessary to achieve the stated processing purpose, as well as the method of their processing (using automation tools or without using automation tools);
* involved authorized persons (if their involvement is necessary);
* in the case of a cross-border transfer of personal data to foreign states on whose territory an adequate level of protection of the rights of personal data subjects is not ensured, BLS Solutions LLC additionally informs the personal data subject about the risks arising in connection with the absence of an adequate level of protection of their personal data in such states;
* period for which the personal data subject gives consent.

BLS Solutions LLC also, prior to obtaining consent, explains to the personal data subject their rights related to the processing of personal data, the mechanism for their exercise, and the consequences of giving consent or refusing to give such consent.

Chapter 6.
RIGHTS OF PERSONAL DATA SUBJECTS AND THE MECHANISM FOR THEIR EXERCISE

6.1. Personal data subjects have the following rights:
6.1.1. Right to amend their personal data.
The personal data subject has the right to demand that BLS Solutions LLC make changes to their personal data if they are incomplete, outdated, or inaccurate. To do this, the personal data subject must provide relevant documents and/or their duly certified copies confirming the need for amendments, or independently make relevant changes on the Website by deleting the personal account and creating a new one.
BLS Solutions LLC shall, within up to 15 calendar days from the date of receipt of the request, make changes to the personal data if they are incomplete, outdated, or inaccurate.
6.1.2. Right to obtain information regarding the processing of personal data.

The personal data subject has the right to obtain information regarding the processing of their personal data, containing:

* name and location of BLS Solutions LLC;
* confirmation of the fact of personal data processing by BLS Solutions LLC;
* list of processed personal data and the source of their acquisition;
* legal grounds and purposes of personal data processing;
* period for which consent to personal data processing was given;
* name and location of the authorized person(s) if the processing of personal data is entrusted by BLS Solutions LLC to such person(s);

6.1.3. Right to obtain information on the provision of personal data to third parties.

The personal data subject has the right to receive from BLS Solutions LLC information on the provision of their personal data to third parties once per calendar year free of charge.

BLS Solutions LLC shall, within up to 15 calendar days from the date of receipt of the request, provide information on what personal data was provided and to whom during the year preceding the date of application, or notify of the reasons for refusal to provide it.

6.1.4. Right to demand the cessation of personal data processing and/or their deletion.

The personal data subject has the right to demand from BLS Solutions LLC free cessation of the processing of their personal data, including their deletion, in the absence of other grounds for personal data processing established by the legislation of the Republic of Belarus.

BLS Solutions LLC shall, within up to 15 calendar days from the date of receipt of the request, cease the processing of personal data, delete them, and notify the personal data subject thereof, except in cases where BLS Solutions LLC is entitled to continue the processing of personal data in the presence of other grounds established by the legislation of the Republic of Belarus on personal data.

6.1.5. Right to withdraw previously granted consent to the processing of personal data.

If BLS Solutions LLC applied to the personal data subject to obtain consent for the processing of personal data, the personal data subject may at any time, without giving reasons, withdraw their consent. In this regard, the right to withdraw consent cannot be exercised in cases where processing is carried out on other legal grounds for personal data processing.

BLS Solutions LLC shall, within up to 15 calendar days from the date of receipt of the request, cease the processing of personal data, delete them, and notify the personal data subject thereof, except in cases where BLS Solutions LLC is entitled to continue the processing of personal data in the presence of other grounds established by the legislation of the Republic of Belarus on personal data.

6.1.6. Right to appeal actions (inaction) and decisions of BLS Solutions LLC related to the processing of personal data.

If the personal data subject believes that the processing of their personal data is carried out in violation of the legislation of the Republic of Belarus, the personal data subject may file a complaint with the National Center for Personal Data

Protection of the Republic of Belarus. The complaint is considered in the manner established by the legislation on appeals of citizens and legal entities.
6.2. To exercise one or more rights specified in subparagraphs 6.1.1. - 6.1.5, the personal data subject must send a corresponding application to BLS Solutions LLC in one of the following ways:
* in writing (by courier, mail, in person) at the address: Republic of Belarus, 220007, Minsk, Tolstoy St., 8-2, office 204 (2nd floor);
* in the form of an electronic document containing an electronic digital signature of the personal data subject, to the email address info.cyprusinbelarus@blshelpline.com;
* exercising the right to withdraw consent, if it was provided by the personal data subject in another electronic form, is possible by deleting the personal account on the Website.
The right to withdraw consent cannot be exercised in cases where the processing of personal data is carried out on the basis of a contract or other legal grounds provided for by the legislation on personal data.
6.4. An application to exercise one or more of the above rights must contain: surname, first name, patronymic (if any), date of birth of the personal data subject, address of their place of residence (place of stay); statement of the essence of the requirements; personal signature or electronic digital signature of the personal data subject.
6.5. In the event of sending an electronic message on the exercise of the right to withdraw consent that was provided by the personal data subject in another electronic form, such message must contain: a list of personal data for the processing of which the personal data subject gave their consent in another electronic form; statement of the essence of the requirements.
6.6. The response to the application is sent to the personal data subject in a form corresponding to the form of submission of the application, unless otherwise specified in the application itself.
6.7. The personal data subject has the right to apply for assistance in exercising their rights to the person responsible for exercising internal control over the processing of personal data at BLS Solutions LLC or to send, in accordance with clause 6.2, an electronic message to the email address: info.cyprusinbelarus@blshelpline.com.

Chapter 7. FINAL PROVISIONS

7.1. BLS Solutions LLC has the right, at its discretion, to unilaterally change and/or supplement the terms of this Policy without prior notice to personal data subjects by posting a new edition of the Policy on the Website.
7.2. Issues concerning the processing of personal data not covered in this Policy shall be governed by the legislation of the Republic of Belarus.
7.3. This Policy enters into force from the moment of its approval by the director or an authorized person of BLS Solutions LLC.

Appendix No.1
(to the Personal Data Processing Policy)

LIST
of the purposes for processing personal data at LLC "BLS Solutions," the categories of data subjects whose personal data are processed, the personal data processed, the legal grounds for processing personal data, and the retention periods for personal data.

Purposes of personal data processing	Categories of data subjects whose personal data are processed	Personal data processed	Legal grounds for processing personal data	Retention period
RECRUITMENT				
Reviewing CVs (questionnaires) of candidates for vacant positions for the purpose of entering into an employment contract	Job applicants	Personal data as provided in the CV (questionnaire, autobiography, personnel record form, application, reference letter, etc.)	1. For personal data previously made publicly available (e.g., on the State Employment Service information portal or the rabota.by service): paragraph 19 of Article 6 of the Law. 2. Where a CV is submitted in writing or as an electronic document signed by the job applicant: paragraph 16 of Article 6 of the Law. 3. Where a CV is sent by email or submitted via a website: consent.	If the applicant is not hired: 1 year. If the applicant is hired: 1 month. Where consent is given, the period specified in the consent applies, or processing continues until consent is withdrawn.
LEGAL SUPPORT FOR OPERATIONS				
Organizing and conducting contract-related work	Contracting parties	Surname, given name, patronymic, residential address (place of stay), passport details	Paragraphs 15 and 20 of Article 6 of the Law; Article 49 and paragraph 5 of Article 186 of the Civil Code of the Republic of Belarus	3 years after the contract expires or until a tax audit is completed; if no audit is conducted, 10 years (paragraph 70 of the List)
Operating the access-control and internal security regime	Employees, visitors, representatives of legal entities, and other persons	Surname, given name, patronymic, identity document details	Paragraphs 8 and 20 of Article 6 of the Law	Visitor registration log: 3 years (paragraph 153 of the List)
Conducting administrative procedures	Applicants, third parties	As specified in the List of Administrative Procedures Conducted by State Bodies and Other Organizations Upon Applications by Citizens, approved by Presidential Decree No. 200 of April 26, 2010, "On Administrative Procedures Conducted by State Bodies and Other Organizations Upon Applications by Citizens"	Paragraph 20 of Article 6 of the Law; Articles 14 and 15 of Law No. 433-Z of the Republic of Belarus dated October 28, 2008, "On the Fundamentals of Administrative Procedures"	5 years (paragraph 100 of the List)
Use of a video-surveillance system to protect public order	Employees, visitors	A person's image and voice	Paragraph 20 of Article 6 of the Law; Presidential Decree No. 527 of October 28, 2013, "On Issues Relating to the Establishment and Use of a Video-Surveillance System to Protect Public Order"	57 days
Reviewing requests from personal data subjects in accordance with personal data legislation	Persons who submitted a request; other persons whose personal data are included in the request	Surname, given name, patronymic (if any), residential address (place of stay), the substance of the request, and other information included in the request	Paragraph 20 of Article 6 of the Law	1 year
Reviewing citizens' submissions, including comments and suggestions entered in the Book of	Persons who submitted a submission; other persons mentioned in the submission	Surname, given name, patronymic (if any), residential address (place of stay), the substance of the submission, and other information included in it	Paragraph 20 of Article 6 of the Law; Article 12 of Law No. 300-Z of the Republic of Belarus dated July 18, 2011, "On Citizens' and Legal Entities' Submissions"	5 years from the date of the last submission. 5 years after the Book of Comments and Suggestions is closed (paragraph 97 of the List)

Purposes of personal data processing	Categories of data subjects whose personal data are processed	Personal data processed	Legal grounds for processing personal data	Retention period
Comments and Suggestions				
SERVICES UNDER AGENCY AGREEMENTS				
Registration for and use of a personal account on the website "blscyprusbelarus.by"	Website users who have created a personal account	Surname, given name, patronymic (optional), date of birth, passport type, country that issued the passport, passport expiry date, place of issue, passport number and series, telephone number, email address	Processing of personal data is based on the data subject's consent (Part 1 of Clause 3 of Article 4 of the Law).	For the duration of the citizen's passport validity, or until the data subject withdraws consent or deletes the personal account themselves
Completing the form for making a preliminary appointment in a personal account on the website "blscyprusbelarus.by"	Website users who have created a personal account and their family members	Surname, given name, date of birth, passport number, passport expiry date, citizenship, telephone number, email address, place of birth, country of birth, citizenship at birth (if different), any other citizenship, sex, marital status, identification number (if any), type of travel document, travel document number, date of issue, expiry date, issuing authority, relationship to an EU, EEA, or Swiss citizen, home address, telephone number, country of residence if different from the country of citizenship (residence permit or equivalent document), occupation, place of work (employer's address and telephone number; for students and schoolchildren, the name and address of the educational institution), purpose of travel, travel details (destination country, start and end dates and times, and other details), employee's position, employment start date and end date of the employment agreement or contract (if applicable), salary for the last three months, details contained in an individual entrepreneur's registration certificate, certificate confirming there are no outstanding debts to the budget of the Republic of Belarus, details contained in a pension certificate, details confirming sufficient funds for the trip, details contained in medical insurance, and details of payment of the consular fee. (Hereinafter, "preliminary appointment form personal data.")	Paragraph 15 of Article 6 of the Law; consent of the data subject (Part 1 of Clause 3 of Article 4 of the Law)	For the duration of the citizen's passport validity, or until the data subject withdraws consent or deletes the personal account themselves
Making a preliminary appointment in a personal account on the website "blscyprusbelarus.by"	Website users who have created a personal account and their family members	Biometric personal data (photograph); preliminary appointment form personal data	Processing of personal data is based on the data subject's consent (Part 1 of Clause 3 of Article 4 of the Law).	For the duration of the citizen's passport validity, or until the data subject withdraws consent or deletes the personal account themselves

Purposes of personal data processing	Categories of data subjects whose personal data are processed	Personal data processed	Legal grounds for processing personal data	Retention period
Submitting documents to obtain a visa for the Republic of Cyprus	Website users who have booked an appointment at the Visa Application Centre to submit visa documents, and their family members	Surname, given name, date of birth, passport number, passport expiry date, citizenship, telephone number, email address, place of birth, country of birth, citizenship at birth (if different), any other citizenship, sex, marital status, identification number (if any), type of travel document, travel document number, date of issue, expiry date, issuing authority, relationship to an EU, EEA, or Swiss citizen, home address, telephone number, country of residence if different from the country of citizenship (residence permit or equivalent document), occupation, place of work (employer's address and telephone number; for students and schoolchildren, the name and address of the educational institution), purpose of travel, travel details (destination country, start and end dates and times, and other details), photograph, fingerprints, employee's position, employment start date and end date of the employment agreement or contract (if applicable), salary for the last three months, details contained in an individual entrepreneur's registration certificate, certificate confirming there are no outstanding debts to the budget of the Republic of Belarus, details contained in a pension certificate, details confirming sufficient funds for the trip, details contained in medical insurance, details of payment of the consular fee, details contained in a medical certificate, and details contained in a criminal record certificate.	Paragraph 15 of Article 6 of the Law; consent of the data subject (Part 1 of Clause 3 of Article 4 of the Law)	The applicant's personal data (and those of the applicant's family members) are deleted 10 days after the documents are returned to the Customer. Special categories of personal data are deleted immediately after being transferred to the consulate.

Appendix No.2
(to the Personal Data Processing Policy)

LIST
of authorized persons processing applicants'
personal data on behalf of LLC "BLS Solutions"

No.	Authorized person	Location of authorized person	Purposes for which the authorized person is engaged to process personal data
1	Limited Liability Company "AVTOLAYT EXPRESS"	Republic of Belarus, 220015, Minsk, 117 Odoyevskogo Street, premises 23	Courier delivery of passports to the addresses provided by applicants
2	Limited Liability Company "BLS INTERNATIONAL RU"	Russian Federation, 115054, Moscow, 52c7 Kosmodamianskaya Embankment	Transfer of applicants' documents to and from the Consulate General of the Republic of Cyprus
3	Limited Liability Company "LKT-SECURE"	Russian Federation, 109028, Moscow, 4 building 4 Pevchesky Lane	Informing citizens about the procedure for submitting documents to obtain a visa; informing citizens about the status of submitted documents
4	LLC "CDEK Global"	Russian Federation, 630007, Novosibirsk, 15 building 1 Krivoshchekovskaya Street, floors 1 and 2	Delivery of applicants' documents to and from the Consulate General of the Republic of Cyprus
5	LLC "EXPERT Accounting Support Center"	Republic of Belarus, 220114, Minsk, 117a Nezavisimosti Avenue, premises 4B	Processing applicants' payment (accounting) documents