BBT / LEGAL INFORMATION

# Privacy Policy

English version | 21 October 2026

## 1. About this Policy and the Company

**1.1.** This Privacy Policy (the "Policy") explains how information is handled when visitors use the BBT informational website at https://baikalbusinesstravel.com/ (the "Website") or independently contact the Company through the details published there.

**1.2.** The Website is owned by Limited Liability Company "Baikal Business Travel" (Russian legal name: ООО «Байкал Бизнес Трэвел»; INN 3812058458; OGRN 1163850080536), registered at premises 707/2, 125 Karla Libknekhta Street, Irkutsk, 664047, Russian Federation (the "Company"). The Company is the controller/operator to the extent relevant to the activities described below.

**1.3.** This Policy concerns the Website and initial enquiries through its contact channels. Personal information required for entering into or performing a separate travel contract is handled under applicable law and the relevant Company documentation and contractual arrangements.

## 2. Information handled when visiting the Website

**2.1.** The Website does not provide contact, registration, booking or payment forms and does not ask visitors to submit their names, email addresses, telephone numbers or other details through its pages.

**2.2.** Under the confirmed technical configuration, the Website does not use cookies, web analytics, advertising identifiers or embedded third-party widgets. It does not record or retain visitors' IP addresses, device or browser details, or website access logs.

**2.3.** Ordinary delivery of a web page may involve technical network data being transmitted between a visitor's device and the infrastructure delivering the Website. This does not mean that the Company builds or stores a database of Website visitors.

**2.4.** The Website is hosted on server infrastructure in Hong Kong. According to the technical configuration confirmed by the developers, visit-related technical information is not retained by the Website or in server access logs.

## 3. Enquiries through external communication channels

**3.1.** The Website publishes an email address and links to WhatsApp and WeChat. Visitors choose whether to use those links; no information is submitted through a Website form.

**3.2.** If a visitor independently sends the Company a message, the Company receives the information included in the enquiry, which may include a name or account name, a reply address or messenger identifier, and the substance of the enquiry. The Company uses that information to consider and respond to the enquiry.

**3.3.** Messages are transmitted, delivered and may be stored through the relevant external email or messaging services. Those services' own privacy documentation governs their independent handling of data.

**3.4.** The Company uses enquiry details to respond and communicate further about the same enquiry on an applicable legal basis. Sending an enquiry is not automatically treated as consent to receive marketing communications.

**3.5.** Correspondence is handled and retained for as long as necessary to address the enquiry, subject to applicable mandatory legal requirements. Further information about data handling in connection with a separate contract may be provided independently.

## 4. Disclosure and protection

**4.1.** The Website does not use embedded third-party analytics, advertising or other visitor-data collection services.

**4.2.** The Company does not publicly disclose the contents of private enquiries and takes measures to prevent unauthorised access to information received through correspondence, in accordance with applicable legal requirements.

**4.3.** If the Website is changed to include forms, cookies, analytics or other data-collection tools, the Company will update this Policy before or when those features are introduced and ensure that the relevant legal bases for processing are in place.

## 5. Individual rights

**5.1.** Subject to applicable law, individuals may request information about the handling of their personal information, seek its correction or deletion, request that processing cease, or exercise other rights granted by law.

**5.2.** Questions or requests concerning personal information may be sent to contact@baikalbusinesstravel.com. The Company handles such requests in accordance with applicable legal procedures and time limits.

**5.3.** Reading this Policy or merely visiting the Website does not, of itself, constitute consent to personal-information processing.

## 6. Updates and contact details

**6.1.** The Company reviews this Policy when Website operation, technical arrangements or applicable requirements change.

**6.2.** The current version is published on the Website and takes effect upon publication unless stated otherwise.

**6.3.** Registered postal address: premises 707/2, 125 Karla Libknekhta Street, Irkutsk, 664047, Russian Federation. Privacy enquiries: contact@baikalbusinesstravel.com.