

Personal Information Processing Policy (for customers)

KITZ CORPORATION OF KOREA(hereinafter referred to as “**Company**”) values personal information of customers and abides by laws related to protection of personal information, including but not limited to the Personal Information Protection Act. Company discloses the purposes for which personal information is used either online or offline and the methods involved in the use thereof pursuant to the Personal Information Processing Policy, along with the actions taken to protect personal information. If the Personal Information Processing Policy is amended, Company will publish the amended Personal Information Processing Policy on the website. This Policy comes into force on September 1, 2022.

1. Personal information items collected by Company

- Company collects and uses the following information of customers.

[General personal information]

Type	Purpose of collection and use	Items of collection and use
Essential information	- For entering into, and maintaining, business relationship with customer	- Name, telephone number, department of customer of business partner

2. Route of collection of personal information

- Company collects the personal information directly through business card, etc. of customer.

3. Period for retention and use of personal information

- Personal information of customers is retained and used until the purposes of collection and use of personal information are achieved, unless Company has obligation to preserve the personal information of customers as prescribed in related laws and regulations.

4. Procedure and method for destruction of personal information

- Procedure for destruction of personal information:

The information, provided by customers, is destroyed after being saved for certain period specified by internal policy and other related laws once the purposes are achieved. The

personal information, saved in accordance with such procedure, is not used for any purpose other than retention, unless it is required otherwise by laws.

- Method for destruction of personal information:

Company deletes personal information in the form of electronic file through the methods that makes restoration thereof impossible permanently. Personal information in the form of records, prints, written documents, etc., is destroyed through shredding or incineration.

5. Personal information provided by Company to third parties

- Personal information is not provided externally, unless it is required by laws or by investigative agency pursuant to the procedures and methods specified by laws for the purpose of investigation or unless customer gave his/her consent thereto. .
- The personal information of customers, provided by Company to third parties, is as below:

Recipient	Purpose of the use by recipients of personal information	Items of personal information provided	Period for retention and use by recipient of personal information
Actuator companies, agencies	For entering into, and maintaining, business relationship with customer	Name and telephone number	Until the purpose of use of personal information is achieved

6. Entrustment by Company of personal information

- Company entrusts the personal information processing as below. If the event of personal information processing or any change in entrusted parties or any change in details of entrusted works, concerned details will be disclosed pursuant to this Personal Information Processing Policy.

Entrusted party	Details of works handled and entrusted
No entrustment of works related to personal information of customers	

- In the event of entrustment by Company of personal information processing, Company specifies the matters pertaining to responsibility in documents such as contract, etc., as prescribed in applicable laws such as Personal Information Protection Act, including but not limited to details that pertain to prohibition from processing of personal information for any purpose other than performing the entrusted works; technical and administrative protective measures for safeguarding the personal information; purpose and scope of entrusted works; restriction on re-entrustment; management and supervision of entrusted party; compensation for damage. Company conducts oversight to make sure that the entrusted party processes the personal information safely.

7. Measures to ensure safety of personal information

- Company takes safety measures specified below to prevent loss, theft, leak, disclosure, alteration or damage of personal information when personal information of customers is processed.
 - 1) Administrative measures: Establishment and implementation of internal management plan; regular education of employees; collection of written pledge for protection of personal information, etc.
 - 2) Technical measures: Control of access permission for personal information processing system, etc.; installation of access control system; encryption of personally identifiable information, etc.; installation of security programs
 - 3) Physical measures: Control of access to computer room, data archives, etc.
- In the event of infringement on personal information of customers, such as leakage of, or damage to, personal information of customer, Company notifies customers thereof without delay and takes all actions necessary to minimize the damage.

8. Installation and operation of image information processing equipment

- Company installs and operates the image information processing equipment as below:

- 1) Grounds and purpose for installation of image information processing equipment:
safety of facilities of Company; prevention of fire; prevention of crimes such as theft,
etc.
- 2) Installation location; number of equipment installed; range of camera; person in
charge of equipment management; responsible department; person with authority to
access the image information

Type	CCTV	CCTV	CCTV	CCTV
Installation location	Front yard	Factory building	Office building	Office building
Range of camera	Entirety of front yard	Inside of the first floor (10); Materials storage room on the second floor (2)	Entrance/exit door on the first floor (1); Meeting room (1); Entrance/exit door of sales department on the second floor (1); Entrance/exit door of technical department on the second floor (1); Entirety of cafeteria on the third floor (4)	Rooftop
Number of equipment installed	9 units	12 units	10 units	2 units
Storage location	Security office	Security office	Security office	Executives room
Responsible department	Administration department	Administration department	Administration department	Administration department
Person in charge of equipment management	Administration department	Administration department	Administration department	Administration department
Responsible person	Administration department	Administration department	Administration department	Administration department

3) Shooting time of image information; retention period; storage place; processing method:

- Shooting time: 24 hours
- Retention period: 30 days after shooting began
- Storage place and processing method: Storage and processing on company server

4) Method and place for checking the image information: Contact the 'department in charge of management' specified in 3) above

5) Measures for responding to the request from information subjects for access to image information:

The request should be made in writing by submitting the 'Written Request for Access to and Checking the Personal Image Information'. The access is allowed only when the image contains the information subject or when the access is clearly necessary for the benefit of information subject, such as protection of information subject's life, body and properties.

6) Technical, administrative, and physical measures for protection of image information:

Establishment of internal management plan; control of access; restriction on access permission; application of technology for safe storage and transfer of image information; storage of the processing records; measures for prevention of falsification and alteration; preparation of storage facilities; installation of locking devices, etc.

9. Rights related to personal information of the information subject; and the method for exercising such rights

- Customer and his/her legal representative are entitled to access or correct the registered personal information of customer himself/herself at any time, and may request deletion of personal information containing errors or past the retention period. For access to, correction, or deletion of personal information, please contact the responsible department or personal information management officer specified below. We will take actions without delay.

10. Complaints or inquiry over protection of personal information

- Company appoints the personal information management officer as below to protect personal information of customers and to handle the complaints related to personal information. Customers may bring to the attention of the personal information management officer all issues related to protection of personal information which arise in connection with execution and maintenance of labor contract. Company will respond promptly and sufficiently to such reports made by customers.
- Personal information protection officer: Director in charge of management
- Email address: privacy_kitzkorea@kitzkorea.com

11. Organizations for report or counseling

- If you want to report infringement on personal information or need counseling, the counseling on remedy for damage, etc., is available from the following organizations:
- Personal Information Protection Commission (118 without area code, privacy.kisa.or.kr)
- Personal Information Dispute Mediation Committee (1833-6972 without area code, www.kopico.go.kr)
- Cybercrime Investigation Division of Prosecution Service (1301 without area code, www.spo.go.kr)
- Cyber Bureau of Korean National Police Agency (182 without area code, cyberbureau.police.go.kr)

Details of amendment of Personal Information Processing Policy: Established on September 1, 2022