

KR e-Fleet Privacy Policy

We at Korean Register operate this Privacy Policy to protect our service users' personal information and their rights under the Personal Information Protection Act and handle their complaints related to personal information. Where we intend to revise this Privacy Policy, we will inform our service users of it through our KR e-Fleet or individually.

- This Privacy Policy shall enter into force on November 20, 2020.

1. Purpose of processing personal information

Korean Register processes KR e-Fleet's personal information for the purposes stated in the following. Personal information thus processed will not be used for a purpose other than what is stated below. If there is a change in the said purposes, we will ask for your consent in advance. We process personal information for the following purposes:

A. Homepage membership subscription and management

Checking if users actually want to subscribe for membership, verifying identification information concerning provision of service for members, membership management, personal identification in accordance with the system of Limited Verification of Identity, preventing dishonest use of service, sending notifications and announcements, handling complaints, and preserving records such as notices or records for dispute mediation.

B. Handling users' complaints and requests

Verifying complaint/request submitters' identities, checking the content of complaints/requests, communicating for fact-finding, and having them informed of the result of our processing.

C. Provision of goods or services

Processing personal information for provision of services, content, and customized services, and for personal identification

D. Use in marketing and advertising

Development of new services (goods), provision of customized services, provision of information on special events/promotional information, provision of opportunities for participation, verifying service validity, finding out access frequency or drawing up statistics on the status of members' use of services, etc.

2. Personal information items collected and period of retention

KR e-Fleet collects, retains, and uses information stated below that is required for membership subscription, smooth customer consultation, provision of services, and hiring of employees, etc.

A. Name of personal information file: Membership Registration Information

- Personal information items: Email address, contact number, Fax number, cell phone number
- Method of collection: Application(email) for use of KR e-Fleet
- Purpose of collection: Provision of the content, provision of customized services, verification of identification, provision of information delivery service, etc.
- Period of retention: To be destroyed when the person in charge is changed or when the contract is expired

B. Name of personal information file: Online Application Information

- Personal Information items: Email address, contact number, cell phone number
- Method of collection: Submission of survey application at KR e-Fleet
- Purpose of collection: To be used for our online inspection/audit application
- Period of retention: To be destroyed after 5 years as per the record management procedure of our quality system

C. Name of personal information file: Q & A Information

- Personal information items: Email address, contact number, cell phone number
- Method of collection: Submission of enquiries at KR e-Fleet
- Purpose of collection: To be used when solving the submitted enquiries and problems
- Period of retention: To be destroyed after 5 years as per the record management procedure of our quality system

3. The subject of information's rights and how to exercise them

As subjects of personal information, service users may exercise the following rights.

A. The subjects of personal information may exercise the following rights regarding the protection of personal information to the Korean Register.

- 1) The right to ask us for accessing their personal information retained by us
- 2) The right to ask us to correct errors included in their personal information retained by us
- 3) The right to ask us to delete their personal information retained by us
- 4) The right to ask us to stop processing their personal information retained by us
- 5) The right to ask us to transmit their personal information kept by us to themselves or a third party
- 6) The right to object to profiling (the subject may refuse to let personally important matters to be decided by automated process such as profiling)

B. Service users may exercise their rights stated in the foregoing 1, using a written form, email or fax as stipulated in Schedule No. 8, the Enforcement Rules to Personal Information Protection Act. We will comply with their requests in due course.

C. If the subject of information has asked for correction of an error in, or deletion of, his/her personal information retained by us, we shall not use the personal information until the completion of the requested action.

D. If the exercise of the rights stated in the foregoing 1 is done through a legal agent or trustee, a power of attorney shall be submitted, using the form provided in Schedule No. 11, Enforcement Rule of the Personal Information Protection Act.

E. An application for our online service from a minor aged under 16 shall be processed with the consent of a person with parental rights.

4. Destruction of personal information

Korean Register shall destroy personal information upon attaining the purpose of processing it as follows. We shall destroy service users' personal information upon attaining the purpose of collecting and using it.

A. Destruction procedure upon attaining the purpose, the personal information provided by service users for membership subscription, etc. shall be transferred to a separate database (or a document file in the case of a paper document) and retained there until destruction under the in-house guidelines and the law (Ref. Period of Retention and Using in this Privacy Policy). The said personal information shall not be used for any other purpose unless required by the laws.

B. Destruction method Printouts containing personal information shall be shredded or incinerated. Electronic files containing personal information shall be deleted in a non-recoverable way.

5. Measures taken to keep personal information safe

Korean Register takes technical/administrative/physical protective measures as follows to keep personal information safe in compliance with Article 29 of the Personal Information Protection Act.

A. Keeping the number of personal information processing employees to a minimum and providing education. We let only designated employees process personal information, keep their number to a minimum, and have them manage personal information adequately.

B. Periodic in-house inspection

We carry out periodic in-house inspection to ensure that personal information is processed adequately.

C. Carrying out in-house management plan

We carry out in-house management plan to keep personal information safe.

D. Encrypting passwords

Our KR e-Fleet membership IDs and passwords are encrypted when transmitted, stored, and managed. Access to, or change of, personal information can only be done by the subject of information, who knows the password.

E. Technical measures against hacking, etc.

To protect personal information from hacking or computer virus, we operate security programs, renew them periodically, keep the relevant system in an off-limits area, and monitor it technically and physically.

F. Access control to personal information

We control access to our database system processing personal information by granting, changing, and expiring such authorization, check the status of access rights allowed periodically, and operate the intrusion detection system to keep the users' personal information safe from unauthorized access.

G. Keeping documents in a locked place

We keep documents or auxiliary storage devices containing personal information in a locked place for safety.

H. Off-limits to unauthorized personnel

We keep personal information in a physically separate place and control unauthorized access by establishing and operating access control system.

6. Matters pertaining to operation of a device automatically collecting personal information and refusal to accept it

Cookies, which are very small text files sent to your browser by the server used to operate our website, are used to help you connect to our homepage and stored in your computer hard drive. We use cookies for the following purposes.

- ▶ Purpose for using cookies: User ID information To check user login information

To disable popup windows

You may use an option in the web browser to accept all cookies or block all cookies or make it required to ask for your acceptance each time when a cookie is stored.

- ▶ How to block all cookies

Example: You may use an option in the web browser to accept all cookies or block all cookies or make it required to ask for your acceptance each time when a cookie is stored.

7. Designation of personal information manager

A. Korean Register designates a personal information manager as follows to handle complaints from the subjects of personal information and make up loss incurred by them concerning our processing of their personal information.

▶ Personal Information Manager (Security Officer)

Name: Han Wan-su

Department: General Affairs Team

Position: Team Leader

Contact number: +82-70-8799-8600, wshan@krs.co.kr, FAX: +82-70-8799-8629

▶ Computer Personal Information Manager (Information Security Officer)

Name: Park Jong-seong

Department: Information Technology Team

Position: Team Leader

Contact number: +82-70-8799-8664, jspark2000@krs.co.kr, FAX: +82-70-8799-8674

B. For inquiries about our personal information protection, your complaints, and your requests for making up loss incurred by you while using our services, please contact the Personal Information Manager and the relevant team. Korean Register will handle your inquiries and get back to you promptly.

8. Changes in the content of these Guidelines

These Guidelines shall enter into force on the date of enforcement stated in the following. Addition to, or deletion/correction of, the content in accordance with revision of the law will be posted at least 7 (seven) days in advance.

Date of posting: November 13, 2020

Date of enforcement: November 20, 2020