

# Privacy Policy

## 1. General

- A. GSDK website (hereafter “GSDK” / website: www.gsdkorea.com) highly regards the protection of users’ personal information, and follows the “Act on Promotion of Information and Communication Network use and Information Protect (hereafter “APICNIP)” and “Privacy Protection Act”. GSDK informs how your personal information is being used and how it is used to protect your personal information through our personal information processing policy.
- B. GSDK has posted a Privacy Policy at the bottom of all web pages of the GSDK website for your convenience.
- C. GSDK will revise this Privacy Policy continuously to improve and notice you after a revision.

## 2. Consent to collect Personal Information

GSDK has established a Privacy Policy to inform you and set a separate consent process. GSDK provides the button (“Agree”, “Disagree”) to get your agreement to collect your personal information. If you click the [Agree] button, will mean you give your consent.

## 3. Purpose of Collecting Personal Information and Items

GSDK can obtain and use personal information with conditions below and try to gather only required. However, we do not collect sensitive information that implies a violation of human rights nor information of children under 14 years of age.

- A. Purpose of the collection and use  
Collects and uses only required personal information for the following purposes:
  - 1) Website management  
For inquiries based on service provision etc.
- B. Items to collect
  - 1) Providing services
    - Collecting items: name, company, phone number, e-mail address, address
  - 2) In the process of using internet service, the following information might be automatically generated and collected.
    - IP address, Cookie, MAC address, service & visiting & misuse history, etc.

#### **4. Using for Other Purpose & Share to Third Parties**

- A. GSDK only use your information for GSDK service related. We prohibit use for other purpose or provide it to any other individuals, companies or organizations. However, Personal Information can be provided to a third party in order to provide a better service when it is allowed by a user or written by law. You can find more information in the Article 17 and 18 of the Personal Information Protection Act. Even in this case, GSDK will inform about the 3<sup>rd</sup> party, indicating what kind of personal information is required, how to protect and manage them to a user before providing. If you disagree, your information will not be shared at all.
  
- B. Exception: Would be provided for statistical purposes, academic research, market research, etc.

#### **5. Storage and Retention Period and Removal**

- A. Storage and Retention period  
Policy for storage and retention period is in compliance with law or based on users consent. All information will be eliminated when it is required immediately.
  
- B. Procedures and methods of removal  
Will be removed without delay when it becomes unnecessary (terminated retention period, accomplished purpose, etc.)
  - 1) Procedure to remove  
GSDK selects information of elimination required and remove them base on the approval of the responsible person in the company.
  
  - 2) Method of Removal  
GSDK removes unnecessary information in an appropriate way. Electronic information is deleted and cannot be recovered and paper documents are destroyed by crushing or incinerating.

#### **6. Technical and Administrative safety of Personal Information**

In order to avoid any safety issue, GSDK has got the technical and administrative safety for personal information.

- A. Technical safety
  - 1) User's personal information is stored on the company's server and protected by a password.
  - 2) GSDK has advanced network security system. To prevent unauthorized hacking, we operate a dedicated firewall system for external users, and we take utmost care for personal information.
  
- B. Administrative safety

- 1) Minimized number of GSDK employees who can access to personal information and they always use the information with a password to avoid disclosure and misuse. In addition, the company provides the security training.
- 2) Although the company put the effort to protect personal information, it is also required for Users to be careful to treat his/her own information. The company will not take any responsibility if there are problems occurred by a user's mistake including the risky Internet environment by users and so on.

## **7. Consignment of Personal Information**

GSDK can entrust the user's personal information to external to improve services quality.

- A. When entrusting the processing of personal information, GSDK will inform the details of the entrusted person (trustee) and the entrusted business through personal information processing policy.
- B. In case of entrusting the processing of personal information, GSDK supervises all process very thoroughly. Following the correct process to protect the information, keep confidentiality of the information, does not share the information with other parties, and set the clear responsibilities for contingent issues and so on. These are all included in the contract, so that GSDK ensures personal information is well protected.
- C. If the contents of the consignment contract or the trustee are changed, GSDK will inform it through this privacy policy without any delay.

## **8. Rights, Duties and Methods of the Information Owner**

### **A. Duties of Information Owner**

- 1) Personal information of a user and legal representative should be updated with the latest version in order to avoid any unexpected accidents. If there is an accident occurred by incorrect information, the user and legal representative should take the responsibilities for that and service usage may be restricted if false information is provided.
- 2) Personal information of users and legal representatives has got the right to be protected. Meanwhile, information about other people should be also protected appropriately. Users and legal representative should have the duty to protect the information of others. Please be careful that all personal information and do not damage or open personal information of others. If you do not fulfill such responsibilities, damage the information and dignity of others, you may be punished by Act on the Promotion of Information and Communication Network Use and Information Protection Act, and Personal Information Protection Act.

### **B. Rights of Information Owners**

- 1) Right to view, revise, delete, request to stop using

User and the legal representative can request to review, revise, delete, and request to stop using for his/her registered information. If you want to do that, please contact by mail, phone call or email to GSDK and we will inform you the result without any delay.

- 2) In addition, the user can apply for a complaint to the Personal Information Infringement Notification Center, operated by the government. If there is a dispute regarding personal information, GSDK and the user may request the dispute settlement committee of the Korea Information Security Center to resolve the dispute quickly and effectively.  
Privacy Center (<https://privacy.kisa.or.kr> Tel.118)

## **9. Contact us**

GSDK manage to protect personal information and to prevent damage caused by leakage, misuse or abuse of personal information.

- GSDK in charge: Personal Information Manager
- Department: Administration
- Tel.: +82-61-740-2713
- E-mail: [info@gsdkorea.com](mailto:info@gsdkorea.com)

## **10. Matters on installation and operation of an automatic collection of Personal Information**

GSDK use cookies to provide better service and your convenience. Cookies can remember your information and bring them easily.

A Cookie is a small amount of information that is sent by website server to your computer and is stored on your hard disk.

- A. Purpose of cookie usage: Provide optimized information to users and to improve service by tracking user's service and usage patterns.
- B. Installing and declining cookies: You can decline to store cookies via the Tool in → Internet Option → Privacy menu at the top of your web browser.
- C. If you refuse to store cookies, you may experience difficulties in using the service.

## **11. Matters concerning the amendment of the Personal Information Processing Policy**

This Privacy Policy will be effective August 1, 2018.

If Personal Information Processing Policy is updated by a changing law, policy or security technology, we will notify you in advance on the website of GSDK.