

Privacy Policy

Last Revision Date	2025.11.07
Document Owner	Department (or Team) responsible for ICT

Privacy Policy

Dongwon Metal Co., Ltd. (hereinafter referred to as the "Company") values the privacy of users and complies with relevant laws and regulations governing personal information protection, including the Act on Promotion of Information and Communications Network Utilization and Information Protection, Personal Information Protection Act, and Protection of Communications Secrets Act, among others. The Company establishes this Privacy Policy in accordance with applicable laws to protect users' rights and interests.

The Company will notify users of any amendments to this Privacy Policy through the website notice (or individual notice). This policy is effective from January 1, 2024.

Article 1 (Purpose of Collecting Personal Information)

The Company collects and uses personal information for the following purposes. Personal information will not be used for purposes other than those listed below. If the purpose of use changes, the Company will obtain separate consent as required under Article 18 of the Personal Information Protection Act.

- **Visitor Registration**

Personal information is used to verify the identity of visitors.

- **Job Application**

Personal information is used to verify the identity of applicants, review application details, and notify applicants of the results of the application process.

Article 2 (Items of Personal Information Collected)

- **Collection Items**

- **Visitor Registration:** Name, Company Name
- **Job Application:** Name, Date of Birth, Gender, Phone Number, Address, Email, Hobbies, Special Skills, Military Service Information, Education, Certificates, Photo, Foreign Language Skills, Career History, Self-Introduction

Article 3 (Retention and Usage Period of Personal Information)

The Company retains collected personal information according to the following standards:

- **Visitor registration and job application information:** Used for 1 year, retained for 3 years
- **Exceptions:** If an investigation or legal proceeding is underway due to violation of relevant laws, the personal information will be retained until the investigation or proceeding concludes.

Article 4 (Right to Refuse Collection of Personal Information)

1. Users are asked to consent to the collection of personal information, and information is collected only after consent is provided.
2. Users may refuse to consent to the collection of personal information.
3. If users refuse to consent to the collection of personal information in accordance with paragraph 2, identity verification will be impossible, and visiting the Company or applying for a job will not be allowed

Article 5 (Destruction of Personal Information)

When the retention period expires or the purpose of collection has been achieved, the Company will promptly destroy the relevant personal information. If the personal information must be retained due to other legal requirements despite expiration or achievement of purpose, it will be transferred to a separate database (DB) or stored separately.

Destruction Procedures and Methods:

- **Procedure:** The Company selects personal information to be destroyed and obtains approval from the person responsible for personal information protection before destruction.
- **Methods:**
 - Electronic files will be irreversibly deleted.
 - Paper documents will be shredded or incinerated.

Article 6 (Measures to Ensure Safety of Personal Information)

In accordance with Article 29 of the Personal Information Protection Act, the Company implements the following administrative, technical, and physical measures to ensure the security of personal information:

- **Administrative Measures:** Establish and implement internal management plans, conduct regular employee training, etc.
- **Technical Measures:** Operate security programs to prevent data leakage or damage from hacking or malware. Firewalls are used to prevent unauthorized external access.
- **Physical Measures:** Control access to computer rooms and document storage rooms.

Article 7 (Personal Information Protection Officer)

The Company designates the following officers to be responsible for overseeing personal information processing, handling complaints, and providing remedies related to personal information:

Administrative/Physical Officer:

- Department: General Affairs Team
- Name: Jae-il Kwon
- Position: Team Leader / Senior Manager
- Phone: +82-53-859-2203
- Fax: +82-53-853-2319
- Email: sunss2609@dwmic.com

Technical Officer:

- Department: ICT Team
- Name: Young-moon Cha
- Position: Team Leader / Senior Manager
- Phone: +82-53-859-2215
- Fax: +82-53-853-2319
- Email: cym@dwmic.com

Article 8 (Remedies for Rights Infringement)

Users may contact the following organizations for remedies, consultation, and guidance regarding personal information infringement. These organizations are independent of the Company and can provide further assistance if the Company's internal complaint handling or remedies are unsatisfactory.

- **Personal Information Infringement Report Center (Operated by KISA)**
 - Services: Report personal information infringement, request consultation
 - Website: privacy.kisa.or.kr

- Phone: 118 (without area code)
- Address: 135 Jungdae-ro, Songpa-gu, Seoul, 138-950, Korea
- **Personal Information Dispute Mediation Committee (Operated by KISA)**
 - Services: Apply for dispute mediation, collective dispute resolution (civil resolution)
 - Website: privacy.kisa.or.kr
 - Phone: 118 (without area code)
 - Address: 9, Jinheung-gil, Naju-si, Jeollanam-do, Republic of Korea (58324)
- **Supreme Prosecutors' Office Cyber Crime Investigation Division:** +82-2-3480-3573
(www.spo.go.kr)
- **National Police Agency Cyber Terror Response Center:** +82-1566-0112 (www.netan.go.kr)

Dongwon Metal Co., Ltd.

CEO Sungyong Park

[Revision History]

Version	Date Issued	Effective Date	Key Changes	Author
0	2024-02-08	2024-02-08	Initial Establishment	Department (or Team) responsible for ICT
1	2025-11-07	2025-11-07	Addition of '3-year retention' to Article 3	Department (or Team) responsible for ICT