

Consent to Collection and Use of Personal Information

Korean Astronomy and Space Science Institute(KASI) puts the protection and privacy of the applicant's personal information as top priority value in accordance with the related law(「Personal Information Protection Act」).

KASI intends to acquire and utilize applicant's personal information for the purpose of recruitment process. Therefore, obtaining applicant's consent is required as prescribed by Article 15, 22, 24 of the 「Personal Information Protection Act」.

Privacy Policy of KASI(the 'KASI Policy') explains how the personal information provided by applicant is collected and used, how appropriate measures are taken by KASI to ensure that the personal information is properly protected.

KASI has an obligation to notify any amendment such as addition, deletion, and modification in the 'KASI Policy' via KASI website so that the applicant is well-informed regarding newly revised contents and inquire the details of revision.

1. List of Collected Information and Collection Method

(1) List of Collected Information

1) Application Form

- a) Name, Date of Birth, Veterans's benefits/Disabilities/Low-income Class, Current Address, Contacts(Phone/Mobile Number, E-mail Address)
- b) Attended Institution(Attended Dates Period, Institutions Name, Major field of study, Awarded Degrees, Academic Performance, GPA, Graduation Results)
- c) Work History/Career(Duration of Service, Place of Work and Division, Position Title, Assigned Duty/Responsibilities, Reasons of Retirement)
- d) Qualifications
- e) Foreign Language(Test Name, Test Date, Test Score)
- f) Honors and Awards(Name of Awards, Awarded Date, Award Nominee - Individual/Group)
- g) Mandatory Military Service(Military Classification, Branch of Service, Rank, Date of Enlistment/Discharge, Reason for Discharge)
- 2) **State of Purpose(Personal Statement)** : Motivation for applying, [Researcher] Degree and Major, Training Courses, Goals and Aspirations after Joining, Core Competency, etc.
- 3) **Diploma** : Name, Date of Birth, Name of University Graduated, Department, Date of Admission/Graduation, Department, Type of Degree, Degree Number, Minor Major, Connective Major, Double Major
- 4) **Academic Transcript** : Student ID Number, Name, Date of Birth, Date of Admission/Graduation, Department, Type of Degree, Degree Number, GPA, Transcript, Issuing Date
- 5) **Certificate of Military Service** : Name, Date of Birth, Address, Address, Military Service
- 6) **Certificate of Employment(Career)** : Name, Date of Birth, Address, Position, Place of Work and Division, Duration of Work, Issuing Date, Owner Name(Proprietor)
- 7) **License/Certificate & Foreign Language Transcript** : Name, Date of Birth, Date of Admission/Acquisition, Date of Issue/Expiry, Issuing Agency

(2) Collection Method : Submitted Documents

2. Purpose of Collection and Use of Personal Information

KASI utilizes the collected personal information only for the following purposes unless the request under the law.

- (1) Used for Applicant Authentication Procedure of Recruitment
- (2) Used for Evaluation Procedure such as Document Screening or Interview.
- (3) Used for communication with or provision of information to applicant
- (4) Used for any details of labor relationship such as assigned duty, realignment, reward/punishment, working condition, other human resource management(only applicable for Final Candidate)

3. Sharing and Provision of Personal Information

KASI will not disclose any personal information to Third parties. However, in case of following examples, personal information can be provided to Third parties with meticulous attention.

(1) Medical Checkup(Pre-employment Physical Examination)

- 1) Third party recipients of personal information : Medical Institution handling Pre-employment Physical Examination
- 2) Purpose of use of personal information by third party recipients : Conducting Pre-employment Physical Examination
- 3) Items of personal information disclosed : Name, Date of Birth, Foreign Registration Number, Address, Contacts, E-mail
- 4) Period of retention and use of personal information by third party recipients: Until the purpose of the third party recipient is achieved

(2) Background check on Applicants

- 1) Third party recipients of personal information : National Policy Agency
- 2) Purpose of use of personal information by third party recipients : Background Check, Criminal Records Check
- 3) Items of personal information disclosed : Name, Date of Birth, Address, Contacts, Military Service, Academic Background, Family Members
- 4) Period of retention and use of personal information by third party recipients: Until the purpose of the third party recipient is achieved

(3) Degree and Employment Verification

- 1) Third party recipients of personal information : Name of University Graduated, Name of Company Previously Worked
- 2) Purpose of use of personal information by third party recipients : Degree and Employment Verification
- 3) Items of personal information disclosed
 - a) Degree Verification : Name, Date of Birth, Type of Degree, Department Name, Degree Number, Date of Degree Conferred
 - b) Employment Verification : Name, Date of Birth
- 4) Period of retention and use of personal information by third party recipients: Until the purpose of the third party recipient is achieved

- (4) If it is necessary for the investigation of a crime based on due process of law.

4. Entrustment of Personal Information : Not Applicable

5. Period of Personal Information Retention and Use

In principle, when personal information becomes unnecessary as its purpose of the retention and use is achieved, all of personal information shall be destroyed without any delay. However, in the case of year-round recruitment, personal information will be held for a year since its submission(upload) for

screening application form in the middle of year-round recruitment.

6. Disposal of Personal Information

Generally, when personal information becomes unnecessary as its purpose of the retention and use is achieved, all of personal information shall be disposed without any delay.

- (1) Procedures of Disposal: The personal information and submitted documents for application process will be stored in separate, secured Database Server(For papers, it will be stored in locked filing cabinet), destroyed after a designated period of time on the basis of preservation. (Pursuant to "5. Period of Personal Information Retention and Use" as above.)
- (2) Ways of Disposal: The personal information collected in means of electronic file shall take technical measures not to be recovered or revived. (For papers, containing personal information, it shall be pulverized or incinerated.)

7. Applicant's Right and Methods for Exercise of Right.

- (1) Applicants have the right to request access, correction, deletion, suspension of the processing of personal information via phone, mailing or e-mail of KASI Recruiter(HR Practitioner) up until the application submission deadline.
- (2) To protect personal information of applicants and handle complaints about personal information, the 'Recruitment Department' is responsible for receiving the reports made by applicants.
 - Recruitment Department : KASI HR Team
 - E-mail : job@kasi.re.kr
- (3) If you need to report or consult other privacy violations, please contact the following institution.
 - 1) Personal Information Dispute Mediation Committee (www.1336.or.kr/1336)
 - 2) Information Protection Mark Certification Committee (www.eprivacy.or.kr/02-580-0533~4)
 - 3) Supreme Public Prosecutor's Office Cyber Crime Division (www.spo.go.kr/02-3480-3570)
 - 4) National Policy Agency Cyber Terror Response Center (www.police.go.kr/02-3150-2659)

8. Alternative Method of Applicant's Agreement

I hereby understand that applying for the positions at KASI is deemed to have agreed to the purpose of collection and use of my personal information in accordance with related law and KASI policy.

I, as an applicant have the right to refuse to consent to the 「Privacy Policy of KASI」 as described herein. However, denial of personal information collection and use may result in restriction of applying for the recruitment.

Submitting an application will be considered as the agreement in lieu of signature.