

# **WECRUIT INTEGRATED SERVICE INFORMATION COLLECTION AND USE POLICY**

## **1) Talent Verification Service Collection and Use of Personal Information Policy**

### **1. Purpose of Collection and Use of Personal Information**

CHECKER Service (Online Reference Check Automation Solution Service operated by WECRUIT Co., Ltd., "Company" or "Site") collects personal information for the purposes defined below and does not use the collected information for any other purposes.

#### **1) Member Management**

To conduct Identity verification for the purpose of using membership services, verification of intent, responding to customer inquiries and creating reports per request for additional talent verification.

#### **2) Fulfillment of Contract Obligations of Service Provision and the Payment of Fees and Billing for Provided Services**

To conduct Identity verification, identity confirmation for reference check service, nominated referee information, purchase of service, payment of fees, sending of products and proof documents, prevention of illegal and inappropriate usage.

#### **3) Service Development and the Use in Marketing/Advertising**

To provide tailored service, information and recommendation of services, statistical and login frequency analysis for service improvements and development of new services, advertising based on statistical characteristics, and information about and opportunity to participate in events.

4) To analyze data to improve our statistical analysis and service to understand employment and job trends better.

## **2. Types of Personal Information Collected and Method of Collection**

### **A. Types of Personal Information Collected**

#### **1) Collected at the time of Membership Registration ① HR manager**

Required Information: name of company, name of company owner/CEO, business registration number, name, title(position), mobile phone number, e-mail address, account information (e-mail and password), duplicate

registration check (ID), account information set by the user through account sync with Facebook or other external services

Optional Information: office phone number, etc.

2) Collected during the use of the

Service ① HR manager

The following information may be collected from HR manager.

\* Required Information: ID(site administrator and team member distinction), mobile phone number, e-mail address, name, description of the user

② Project (Candidate)

Required Information: name, position applying, mobile phone number, e-mail address, HR manager for the project

Optional Information: name of affiliate companies or divisions, additional talent verification

③ Referee

Required Information: name, mobile phone number, e-mail address, relationship with the candidate, company where you worked together, title/position of the candidate at the time, period of having worked together, level of working relationship, required answers of questionnaire

3) Collected in cases of additional talent verification for the project

Required Information: Resume uploaded by the HR manager

4) Collected at the time of billing and use of paid services

The following payment information may be collected when using paid services.

Credit Card Payment: name of the credit card company, card number, birth date and passcode(personal) or business registration number (company card)

Electronic Tax Receipt: certificate of business registration for the HR manager's company, a copy of the bankbook

5) Collected when using Mobile Service

Information about the device model may be collected due to the nature of mobile service. However, this is in a format that cannot be identifiable to individuals.

6) During the use of service or business transactions, the following information may be automatically generated and collected.

IP address, cookies, date of visit, service use logs, inappropriate use logs, advertising ID(search keywords, Facebook – Likes and Bookmarks, job posting views), login environment.

B. Method of Collecting Personal Information

Website, service use, fax, mail, phone, and customer service center inquiries

### **3. Use of Personal Information and Third-Party Sharing**

WECRUIT does not share personal information with a third party without the prior approval of the user to whom the personal information belongs to. When the disclosure is necessary, WECRUIT may share personal information by complying with the following steps, and the users have the right to refuse the provision of information. The refusal may limit access to certain benefits.

#### **1) Notification Request**

Text messaging service (including Twilio) is designated to send SMS messages to alert users of the following information. In compliance with applicable laws, WECRUIT defines, manages, and supervises required items to ensure the safe and secure handling of personal information.

- ① Purpose of Provision: Notification for information related to WECRUIT services
- ② Types of Provided Information: name, mobile phone number

### **4. Period of Personal Information Retention and Use**

"Site" stores and uses users' personal information from the date of member registration and during the period in which services are provided. Should the user requests cancelation of their membership or retracts their agreements to the personal information collection and issue policy, or when the purpose of collection and use was achieved or when the service period ends, WECRUIT shall destroy the personal information without delay. In the following cases, however, information can be stored for a defined period for the reasons stated below.

1) Transaction records and minimal information shall be retained for a period defined by Commercial Law and other applicable laws in cases where information retention is necessary. Company uses the retained information for the sole purpose of retention.

- ①Records pertaining to contract or withdrawal of agreement: 5 years
- ②Records pertaining to payment or provision of cash or goods: 5 years
- ③Records pertaining to customer complaints or dispute resolution: 3 years
- ④Records pertaining to inappropriate use: 5 years
- ⑤Records of website visits (logins, visits): 1 year

2) The retention periods for personal information of candidates or referees collected by WECRUIT using CHECKER for purpose stated in the Personal Information Collection and Use Policy are as follows:

- ①Candidate: 3 months from the date of candidate registration in CHECKER system
- ②Referee: 3 months from the date of candidate registration in CHECKER system

3) We request that HR manager receives the consent of a candidate in advance, prior to the registration of his/her personal information in the CHECKER site following the Personal Information Protection Act and CHECKER Personal Information Collection and Use Policy. The personal information therein will be destroyed automatically after 3 months from the date of registration.

4) The information will be retained for a period defined in this Contract in cases where after the retention period is notified in advance, it is still in effect after or where the consent was agreed individually.

5) In cases where users do not use the Site for one year, the e-mail address may be classified as a "dormant account" and limited access to protect personal information.

## **5. Disposal Procedure and Method of Personal Information**

Personal information of users is destroyed immediately after the purposes of personal information collection and use was accomplished. Company's procedure and method of disposal are as follows.

### **1) Procedure of Disposal**

Personal Information entered by users is transferred to a separate database (or documents, in cases of paper form) and stored for a period of time specified in the internal policy manual or relevant laws and regulations before being immediately destroyed. Personal information transferred to the database is not used for any other purposes unless legally mandated.

### **2) Method of Disposal**

Personal information in paper form is destroyed by shredding with a paper shredder or by incineration. Personal information in electronic form is destroyed in a manner that ensures permanent and irrecoverable destruction.

## **6. Installation, Management and Refusal of Personal Information Automatic Collection Devices**

### **1) What Are Cookies**

It is a small-sized text file sent to the internet browser of the Users by the server used for the website's operation. Cookies may be stored in the user's computer.

### **2) Purpose of Using Cookies**

The information collected by the "Site" using cookies are identical to 'No 2. Types of Personal Information Collected and Method of Collection' and shall not be used for any reasons other than stated in 'No 1. Purpose of Collection and Use of Personal Information'.

### 3) Installation, Management, and Refusal of Cookies

Users have the option to opt-in or out of cookie installation. Users may allow all cookies, give permission each time cookies are saved or deny all cookies by saving the choice in their web browsers.

To save cookie installation option (in case of Chrome):

e.g.) At the top right, click Menu > Settings > Privacy and Security > Cookies

Refusal of cookie installation may result in interruptions in the smooth provision of services.

## **7. Technological and Administrative Measures for the Protection of Personal Information**

### 1) Encryption of Personal Information

User's personal information is protected by passwords, and files and other data are encrypted or protected by file locking function or other security measures.

### 2) Measures Against Hacking or Otherwise

All data are stored in a high-security data center. Access to personal information data is divided and restricted, and personal information is not stored in personal computers or in offline space that is susceptible to external breaches.

### 3) Personnel Training for the Treatment of Personal Information

The number of personnel handling personal information is kept to a minimum and the person receives regular training for the acquisition of the latest security technology and on the personal information protection responsibility. An internal audit process is conducted to ensure security.

### 4) Management of Personal ID and Passwords

"Company" does its utmost ability to protect users' personal information. However, the company is not liable for damages caused by user's mishandling of personal information such as e-mail addresses and passwords or by inherent risks present in the use of the internet.

## **8. Protection of Children's Personal Information**

"Company" deems it impossible to conduct reference checks on children under the age of 15. Therefore, the registration and reference check service of children under the age of 15 is limited.

## **9. User Rights and Exercise of Rights**

Users may review, edit, or delete registered personal information of the candidate or referees at any time. Users may do so on the "Member Information Management" menu for the review and edit of personal information. For cancellation (withdrawal from the Agreement), users may contact the Personal Information Protection Officer in writing, by phone, or via e-mail. The request will be handled immediately following identity verification.

In cases of users requesting a correction of an error in the personal information, the incorrect personal information will not be used or provided until the correction is completed. In cases where the incorrect personal information had been provided to a third party prior to the request, the result of the correction process will be notified to the third party immediately to ensure correction.

"Company" manages personal information terminated or deleted by the request of users in compliance with No 4. Period of Personal Information Retention and Use' and does not allow access or use the personal information for other purposes.

## **10. Personal Information Protection Officer and Complaints Process**

"Company" designates the following person(s) to be responsible for the protection of user personal information and oversee complaints related to the personal information.

Personal Information Protection Officer

Name: Kangmin Cho

Company: WECRUIT, Co., Ltd.

Title/Position: Personal Information Protection Officer / CEO

Contact: kmcho@wecruitcorp.com

## **11. Miscellany**

Should there be addition, deletion, or correction to this Privacy Policy either in compliance with relevant laws and regulations or with changes in security technology, the revised Privacy Policy will be notified through the website 7 days prior to the effective date.

## **2) Headhunting Service Brokerage Platform Personal Information Collection and Use Policy**

### **1. Purpose of Collection and Use of Personal Information**

Wecruit Hunters Service (an online headhunting service brokerage platform operated by Wecruit Asia, the "Company" or the "Site") collects personal information for the purposes defined below and does not use the collected information for any other purposes.

#### **1) Membership Management**

Confirmation of identity according to the use of membership service, confirmation of intention, response to customer inquiries, introduction of new information, and delivery of notices.

#### **2) Implementation of contracts related to service provision and settlement of expenses and fees according to service provision**

In addition to personal authentication, personal identification for headhunting service matching and content provision, mutual contact between members, service purchase, cost and fee payment, delivery of goods and evidence, fraudulent use and unauthorized use are prevented.

#### **3) Service development and marketing/advertising utilization**

We provide customized services, service guidance and use recommendations, statistics and access frequency identification for service improvement and new service development, advertisement placement according to statistical characteristics, and event information and participation opportunities.

### **2. Items of Personal Information to be Collected and Methods of Collection**

#### **A. Items of personal information to be collected**

##### **1) Items to be collected when signing up for membership (1) HR manager Member**

Required information: Company name, representative name, business registration number, name, position, mobile phone number, e-mail address, account information (email and password), duplicate registration check (ID), account information set by the user through integration with external services such as Facebook

Optional items: Company type, office phone number, etc.

##### **(2) Headhunter members**

Required items: Name, position, mobile phone number, e-mail, account information (email and password)

Optional items: LinkedIn address, headhunter bio and profile, headhunter expertise, major account information

\* Headhunter members include individual freelance headhunters and headhunters affiliated with search firms.

## 2) Items collected during service operation

### (1) HR Manager

We may collect the following information from HR manager so that we can set up a page for business department:

\* Required information: ID, password, mobile phone number, e-mail, name for the head of the field department, description of the user

### (2) Headhunter members

We may collect the following information to enable Headhunter members as a team player:

\* Required information: Team member and team leader

### 3) Personal information of third parties provided by members

Personal information of candidates provided by headhunter members during the headhunting process

### 4) Items to be collected when settling costs and using paid information

In the process of using paid services, the following payment information may be collected:

E-tax invoice processing: business registration certificate of the recruitment agency, copy of bankbook, employment status, and candidate's contact information for fact-checking

Personal income processing: Headhunter's personal ID, copy of personal bankbook, employment status and fact-checking and candidate's contact information

### 5) Items collected when using Mobile Services

Due to the nature of the mobile service, terminal information may be collected, but this is a form in which an individual cannot be identified.

### 6) In the process of service use or business transaction, the following information may be automatically generated and collected.

IP address, cookie, date and time of visit, service use log, bad usage log, advertising ID (search keywords, Facebook - likes and bookmark information, job information inquiry), login environment



## B. Method of Collecting Personal Information

Website, service use, event application, fax, mail, phone, customer service center inquiry

## 3. Use of Personal Information and Provision to Third Parties

WECRUIT Hunters does not share personal information with a third party without the prior approval of the user to whom the personal information belongs to. When the disclosure is necessary, WECRUIT may share personal information by complying with the following steps, and the users have the right to refuse the provision of information. The refusal may limit access to certain benefits.

### 1) Notification request

KT Hitel Co., Ltd. Is entrusted with sending notification Talk on KakaoTalk to send the notifications to users. In order for the entrusted company to safely handle personal information in accordance with the relevant laws and regulations, Wecruit Hunters regulates, manages, and supervises necessary matters.

(1) Purpose of provision: Notification of information related to Wecruit service

(2) Items provided: Name, mobile phone number

## 4. Period of Personal Information Retention and Use'

"Site" stores and uses users' personal information from the date of member registration and during the period in which services are provided. Should the user requests cancelation of their membership or retracts their agreements to the personal information collection and issue policy, or when the purpose of collection and use was achieved or when the service period ends, WECRUIT shall destroy the personal information without delay.

In the following cases, however, information can be stored for a defined period for the reasons stated below.

1) Transaction records and minimal information shall be retained for a period defined by Commercial Law and other applicable laws in cases where information retention is necessary. Company uses the retained information for the sole purpose of retention.

(1) Records pertaining to contract or withdrawal of agreement: 5 years

(2) Records pertaining to payment or provision of cash or goods: 5 years

(3) Records pertaining to customer complaints or dispute resolution: 3 years

(4) Records pertaining to inappropriate use: 5 years

(5) Records of website visits (logins, visits): 1 year

2) If the retention period is notified in advance and the retention period has not elapsed, and if individual consent is obtained, it will be retained for the agreed period.

3) In order to protect personal information, if the user has not used the 'Site' for one year, the e-mail (or account information set by the user through linkage with external services such as Facebook) may be classified as a "dormant account" and limited access to protect personal information.

4) The information of referred candidate will be deleted when the nominated recruitment project is closed.

## **5. Disposal Procedure and Method of Personal Information**

In principle, the personal information of users is destroyed immediately after the purposes of personal information collection and use are accomplished. Company's procedure and method of disposal are as follows.

### **1) Procedure of Disposal**

The information entered by the information subject for membership registration, etc. shall be discarded when the reason for retention is terminated after the purpose is accomplished.

### **2) Method of Disposal**

Personal information in paper form is destroyed by shredding with a paper shredder or by incineration. Personal information in electronic form is destroyed in a manner that ensures permanent and irrecoverable destruction

## **6. Installation, Management and Refusal of Personal Information Automatic Collection Devices**

### **1) Cookies**

It is a small sized text file sent to the internet browser of the Users by the server used for the website's operation. Cookies may be stored in the user's computer.

### **2) Purpose of use of cookies**

The information collected by the Site through cookies is limited to website member ID information, and no other information is collected.

### 3) Install, operating and rejecting cookies

Users have the option to install cookies. By setting options in your web browser, you can allow all cookies, check each time a cookie is saved, or refuse to save all cookies.

To save cookie installation option (in case of Internet Explorer): e.g.) tools at the top of your web browser > Internet Options > Privacy and Policy

However, if you refuse to accept cookies, it may be difficult to use some services that require login.

## **7. Technical and administrative protection measures for personal information**

### 1) Encryption of personal information

Users' personal information is protected by passwords, and files and various data are encrypted or protected through file lock function and separate security function.

### 2) Measures against Hacking or otherwise

All data are stored in a high-security data center. Access to personal information data is divided and restricted, and personal information is not stored in personal computers or in offline space that is susceptible to external breaches.

### 3) Training of personal data processing staff

The number of personnel handling personal information is kept to a minimum and the person receives regular training for the acquisition of the latest security technology and on the personal information protection responsibility. An internal audit process is conducted to ensure security.

### 4) Personal ID and password management

"Company" does its utmost ability to protect users' personal information. However, the company is not liable regarding problems caused by leakage of personal information such as e-mail (or account information set by the user through linkage with external services such as Facebook) and passwords due to the user's personal carelessness, or by inherent risks present in the use of the internet.

## **8. link**

The Site may contain various banners and links. In many cases, they link to pages on other sites, either due to a contractual relationship with the advertiser or to identify the source of the content provided. If you click a link

contained in the "Site" and go to a page on another site, please review the policy of the new site you are visiting, as the privacy policy of that site is independent of the "Site".

## **9. Children's Privacy**

The "Company" does not collect personal information of children under the age of 15.

## **10. Protection of non-members' privacy**

On the "Site", you can view most contents except for personal information and resume key information that you do not wish to disclose even if you do not register as a member.

## **11. User Rights and Exercise of Rights**

Users may review, edit, or delete registered personal information of the candidate or referees at any time. Users may do so on the "Member Information Management" menu for the review and edit of personal information. For cancellation (withdrawal from the Agreement), users may contact the Personal Information Protection Officer in writing, by phone, or via e-mail. The request will be handled immediately following identity verification.

In cases of users requesting a correction of an error in the personal information, the incorrect personal information will not be used or provided until the correction is completed. In cases where the incorrect personal information had been provided to a third party prior to the request, the result of the correction process will be notified to the third party immediately to ensure correction.

"Company" manages personal information terminated or deleted by the request of users in compliance with No 4. Period of Personal Information Retention and Use' and does not allow access or use the personal information for other purposes.

## **12. Personal Information Protection Officer and**

"Company" designates the following person(s) to be responsible for the protection of user personal information and oversee complaints related to the personal information.

Personal Information Protection Officer

Name: Kangmin Cho

Company: WECRUIT, Co., Ltd.

Title/Position: Personal Information Protection Officer / CEO

Contact: kmcho@wecruitcorp.com

If you need consultation regarding other personal information, you can contact the following organization.

Personal Information Infringement Report Center <http://privacy.kisa.or.kr/> 118 without area code Cyber  
Investigation Division, Supreme Prosecutor's Office <http://www.spo.go.kr/> Without area code 1301 Cyber Security  
Bureau of the National Police Agency <http://www.ctrn.go.kr/> 182 without area code

### **13. Addendum**

Should there be addition, deletion, or correction to this Privacy Policy either in compliance with relevant laws and regulations or with changes in security technology, the revised Privacy Policy will be notified through the website 7 days prior to the effective date.