



Personal Information Policy

The Organizing Committee of the 2022 United Cities and Local Governments (UCLG) World Congress in Daejeon (hereinafter, "the Organizing Committee") establishes and publishes the Personal Information Policy to protect personal information of information owners and process relevant complaints swiftly and smoothly in accordance the Article 30 of the Personal Information Protection Act as follows.

Article 1. (Purpose of Processing Personal Information)

The Organizing Committee shall process personal information for the following purposes. The processed personal information shall not be used for the purposes other than the following purposes. In the case that these purposes change, necessary measures, including but not limited to receiving a separate consent, in accordance with the Article 18 of the Personal Information Protection Act.

1. Confirm and manage registration to the webpage
2. Identify and verify individuals to provide other service
3. Maintain and manage registration status
4. Verify individuals in accordance with real-name system
5. Prevent illegal use of service

Article 2. (Processing Personal Information and Retention Period)

① The Organizing Committee process and retain personal information during the period for using and retaining personal information agreed in the process of collecting personal information by information owners or during the period for using and retaining personal information in accordance with laws.

② The period for processing and retaining each personal information item shall be as follows:

- ▶ Provision 1 – 5 of the Article 1: until the end of the event and related business.

Article 3. (Provision of Personal Information to Third Parties)

① The Organizing Committee shall process personal information of information owners to the extent specified in the Article 1 (Purpose of Processing Personal Information), and provide the



personal information to any third party only when there is an agreement of information owner, or in accordance with special provisions of laws, including but not limited to the Article 17 and/or Article 18 of the Personal Information Protection Act.

② The Organizing Committee provide personal information to a third party as follows:

▶ EZpmp (PCO)

- Recipient of personal information: EZpmp

- Purpose of providing personal information: event agency business

- Items of personal information to be provided: information submitted for registration, including but not limited to email address (ID), password, name, affiliated organization, department, title/position, nationality, language, address, contact, resident registration number, and passport

- The period for the information recipient to use and retain information: until the end of the event and relevant business.

Article 4. (Consignment of Personal Information Processing)

① The Organizing Committee consigns the process of personal information for smooth handling of personal information as follows:

▶ Maintenance of the webpage

Consignee: EZpmp

Consigned tasks: maintenance of the webpage, management and operation of servers, and general management

② In the case of signing a consignment contract, the Organizing Committee stipulates prohibition of processing personal information aside from the purpose of conducting cosigned business, protective measures for technical management, restriction of re-consignment, management and oversight about consignee, responsibilities over compensation for damages, etc. in documents, including but not limited to contract, in accordance with the Article 26 of Personal Information Protection Act, and oversees the consignee to ensure safe processing of personal information.

③ In the case that there are any changes in the consigned tasks or consignee, it shall be informed without delay through the Personal Information Policy.

Article 5. (Rights and Obligations of Information Owners and Legal Representatives and



Methods of Exercising Them)

- ① The information owners shall may exercise their rights to request the Organizing Committee to access, modify, and remove personal information or to suspend processing personal information anytime.
- ② The rights stipulated in the Article 1 can be exercised in accordance with Enforcement Decree of the Personal Information Protection Act by written document or email to the Organizing Committee, and the Organizing Committee shall take measures for this without delay.
- ③ The rights in accordance with the provision 1 hereof may be exercised by proxy, including but not limited to a legal representative or any person who were delegated by the information owner. In such case, power of attorney shall be submitted in accordance with Form-11 set forth in the attachment of the Notice of Personal Information Processing Method (No. 2020-7).
- ④ The rights of information owner for requesting access to and suspension of processing personal information may be restricted in accordance with the Article 35-(4) and the Article 37-(2) of the Personal Information Protection Act.
- ⑤ In the case that any personal information is stipulated as a subject for collection in other laws, the request for modifying and/or removing such information is not allowed.
- ⑥ In the case of any request for accessing, revising or removing personal information, or suspending its process in accordance with the rights of information owners, the Organizing Committee shall verify whether such request was made by legitimate information owner or proxy.

Article 6. (Personal Information Items to be Handled)

The Organizing Committee processes the following personal information:

1. Provision 1 – 5 of the Article 1:

- Required items: email address (ID), password, name, affiliated organization, title, language, nationality, contact, dietary requirement, resident registration number, passport information
- Optional items: information submitted for registration, including but not limited to department, address, postal code, landline phone number, profile photo

2. Following personal information may be generated and collected automatically in using the internet service for the purpose of calculating content statistics: IP address, cookie, MAC address, service usage log, and access log.



Article 7. (Destruction of Personal Information)

① The Organizing Committee destructs personal information without delay when it becomes unnecessary as the retention period for the personal information is lapsed, or the purpose of processing personal information is achieved.

② In the case that personal information should be retained in accordance with other laws even after the retention period for the personal information is lapsed or the purpose of processing personal information is achieved, such personal information shall be migrated to a separate database (DB) or keep it somewhere else.

③ The process and method for destructing personal information is as follows:

▶ Destruction process

The Organizing Committee shall select personal information that has ground for destruction, and destruct them by receiving permission from the personal information protection officer of the Organizing Committee.

▶ Destruction method

The Organizing Committee shall destruct personal information recorded and stored in an electronic file format with low-level format method to prevent recovery of such information, and shred or incinerate personal information recorded and stored on paper documents.

Article 8. (Measures to Ensure Security of Personal Information)

The Organizing Committee takes the following measures to ensure security of personal information:

▶ Managerial measures: establishment and implementation of internal control plans, and regular training for staff

▶ Technical measures: access control to personal information processing system, installation of access control system, encryption of unique identifiable information, and installation of security program

▶ Physical measures: access control for computer room and archive

Article 9. (Matters Related to Installation, Operation and Rejection of Automatic Personal Information Collecting Tool)



① The Organizing Committee uses cookie that stores and frequently retrieves usage information to provide customized service for individual users.

② Cookie is a small amount information that is sent from the server (http) used for the operation of the website to the computer browser of the users, and it can be stored in the hard disk in the users' PC.

A. Purpose of cookie: it shall be used to provide optimized information to the Users by identifying the types of visit, types of use, top searches, secure access, etc. for the services and websites visited by the participants.

B. Installation, operation, and rejection of cookie: users may reject the installation of cookie by setting the options in the Tool > Internet Options > Privacy menu at the top of a web browser.

C. When you reject the installation of cookie, there might be difficulties in using customized service.

Article 10. (Personal Information Protection Officer)

□ The Organizing Committee designates personal information protection officer to take overall responsibility of personal information processing work, and handle complaints and remediation of damages caused to information owners in connection to personal information processing as follows:

Category	Affiliated Organization	Name	Contact
Personal Information Protection Officer	The Organizing Committee for the 2022 United Cities and Local Government (UCLG) World Congress in Daejeon	Bak Heon Yong	TEL: +82-42-862-4559 E-mail: judi13@korea.kr
Personnel responsible for personal information protection organization	The Organizing Committee for the 2022 United Cities and Local Government (UCLG) World Congress in Daejeon	Cha Soo-gyeong	TEL: +82-42-862-4559 E-mail: judi13@korea.kr

② Information owners may make inquiry to the personal information protection officer or responsible department about matters related to questions, complaints and remediation of damage in connection with all personal information protection arise in using the service (or business) of the Organizing Committee. The Organizing Committee shall answer and handle such inquiry of



information owners.

Article 11. (Request for Access to Personal Information)

Information owners may request access to personal information to the following organization in accordance with the Article 35 of the Personal Information Protection Act. The Organizing Committee shall make efforts to process the request for accessing personal information of the information owners swiftly.

- ▶ Department receiving and/or handling request for accessing personal information

Organization: EZpmp

Responsible person: Eva Yim

Contact: +82-2-3475-2672, E-mail: evayim@ezpmp.co.kr

Article 12. (Method for Remediation of Infringement on Rights)

Information owners may make inquiry to the following organizations for remediation of damage and/or consultation in connection with infringement of personal information.

<Following organizations are independent from the Organizing Committee. If you are not satisfied with the result of handling complaints or remediation of damage by the Organizing Committee, or if you need additional help, contact them.>

Organization	Webpage	Contact
Personal Information Infringement Report Center (operated by Korea Internet & Security Agency)	privacy.kisa.or.kr	(Without area code)118
Personal Information Dispute Mediation Committee	www.kopico.go.kr	(Without area code) 1833-6972
Cybercrime Investigation Division in Supreme Prosecutors' Office	www.spo.go.kr	(Without area code)1301
Cyber Bureau in National Police Agency	cyberbureau.police.go.kr	(Without area code)182



Article 13. (Change in Personal Information Policy)

The Personal Information Policy shall come into effect on 16th May 2022.