**Personal Information Collection and Utilization Agreement**

- Purpose, processing and retention period of personal information, and items of personal information processed

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| **The International Urban Training Center(IUTC) does its best to protect personal information so that all applicants/participants can apply/attend with confidence in accordance with the Personal Information Protection Act and related statutes. Applicants/trainees should read the instructions below in detail before deciding whether to agree or not.**1. **Purpose of personal information collection and utilization**

IUTC collects and utilizes applicant/participants’ personal information only for the following purposes:○ Personal information: Information related to training, sending materials related to training if necessary, information related to issuance of certificates, issuance of training certificates, and calculation of statistics to derive directions for service quality improvement1. **Items of personal information collected**

Items and methods of collecting personal information collected by IUTC for performing the above tasks are as follows. ○ Collection items - Required information: Name (Korean/English), gender, date of birth, mobile phone, occupation, region, experience in business participation, business type○ Collection method: Training support/participation application form and evaluation survey form1. **Personal information retention and utilization**

IUTC disposes of/destroys personal information without delay when the purpose of collecting and using personal information is achieved. However, the following information shall be retained for the period specified for the following reasons: ○ Retention items: Training support/participation application, evaluation questionnaire○ Foundation for retention: Enforcement Decree of the Personal Information Protection Act and the Public Records Management Act○ Retention period: 20 years (Provided, if the pre-cancellation or failure to meet the criteria for attendance in IUTC operation rules, keep it for one year and destroy it.)1. **Procedures and methods for destruction of personal information**

In principle, IUTC disposes of/destroys personal information without delay, if the period of personal information retention and use has expired or the purpose of processing has been achieved. However, this shall not apply to cases where preservation is required under other statutes, such as the Public Records Management Act. The personal information subject to destruction is deleted using a technical method that cannot be reproduced when stored in the form of an electronic file. If stored in a document (paper, etc.), it is shredded with a shredder.1. **Restricted use of personal information outside of its purpose**

IUTC processes personal information within the scope of the purpose of collecting and using personal information notified to the information subject in advance, and does not process or provide personal information to third parties without prior consent from the information subject.1. **Participants’ Rights and Exercise Methods**

Training applicants/participants may request that personal information held and used by IUTC be viewed, corrected, deleted, and discontinued. However, the personal information may be partially restricted from being viewed, corrected or deleted by the Personal Information Protection Act and related statutes.1. **Personal Information Protection Handler**

The person in charge of personal information protection and gathering opinions within IUTC deals with personal information protection as follows.○ Person dealing with personal information protection: Kim Yeong-hoon / IUTC / 033-248-6584※ Applicants/participants have the right to refuse to agree to the information collected and used by IUTC; if they refuse, however, please note that they have disadvantages such as limiting the application for or participation in the training and the issuance of training certificates. |

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| **Consent to the collection and utilization of personal information**○ Purpose of personal information collection and use: To provide training-related information, send training-related data if necessary, guide the issuance of certificates, issue training certificates, and derive directions for improving service quality.○ Items of personal information collected and used:  - Required information: Name (Korean/English), gender, date of birth, mobile phone, occupation, region, experience in business participation, business type○ Basis for collecting and using personal information: Self-approval○ Preservation period: 20 years (Provided, if the pre-cancellation or failure to meet the criteria for attendance in IUTC operation rules, keep it for one year and destroy it.)※ Training support/participants have the right to refuse to accept IUTC's personal information collection and use, and if they refuse, they have disadvantages such as applying for training and limiting the issuance of training certificates. |
| [ ]  **Agree** [ ]  **Disagree** |

Hereby I agree with the above in accordance with the Personal Information Protection Act.

Date: \_\_\_\_\_ March/April 2021

Applicant/Participant:

Submitted to: International Urban Training Center