

Humanscape Privacy Policy

Humanscape Technology Co., Limited (hereinafter the “Company”) shall comply with all privacy regulations under relevant legislation, including the “Act on the Promotion of Information and Communications Network Utilization and Information Protection, etc.” and the “Personal Information Protection Act.” By establishing this Privacy Policy pursuant to pertinent legislation, the Company shall fulfill its obligation to protect the rights and interests of users of the Company’s website (<https://humanscape.io>, hereinafter the “Website”) (hereinafter the “User(s)”).

Article 1 – Collected Personal Information Items and the Collection Methods

The personal information collected by the Company and the methods for doing so are as follows.

1.1. During the process of the use of the Company’s Website by the User, the information hereunder may be automatically created and collected:

- Service use history: IP address, date and time of visit, pages visited, access route to the Website;
- Cookies;
- Device information: the User’s browser type and OS.

1.2. In a case where the User applies for employment with the Company by clicking the menu “Recruit > Apply” on the Website, the Company collects the personal information hereunder:

- Mandatory items: name, email address, and contact information, such as a cellular telephone number;
- Optional items: other personal information included in discretionary attachments (resume, portfolio, etc.) written and submitted by the applicant, which may include the following items:

Gender, birthdate, address, academic background, career history (date hired, resignation date, company name, job position, duties, type of employment), project implementation history (start date, end date, name of the company for which the applicant was working, project name, project type, project content and the applicant’s role in the project, techniques used), military service status, certificates (issue date, certificate title, issuer, grade), awards (award date, award name, issuer, grade), pertinent patriots’ and veterans’ affairs matters (eligible or not for compensation), matters related to disability (disability type and grade), etc.

Article 2 – Purposes of Personal Information Collection and Use

2.1. The Company collects and uses the personal information stipulated in Article 1.1 for the purposes hereunder:

- a) Analysis of demographic factors related to the User, analysis of the User's access frequency, generating statistics on the use of the Website and embedding advertisements based on the statistics so generated, and providing announcements of events and commercial information, as well as opportunities for event participation;
- b) Establishment of a service environment regarding security, privacy and safety that the User can trust and use.

2.2. The Company collects and uses personal information specified in Article 1.2 for the purposes hereunder:

- a) In the event that an application form is submitted, the information is used for the identification of the applicant and confirmation of the intention to apply, employment screening, delivering notices, promoting communication with the applicant, and as a reference for a year-round recruitment;
- b) In the event that the applicant is hired, the information is used to estimate labor conditions, identify the applicant, manage human resources, conclude and execute the labor contract (staffing, employee benefits, education and training, annual salary, etc.), and creating payrolls;
- c) In the event that an applicant fails to be hired, the information is used for the establishment of a human resources pool for providing recruitment information such as recruitment notices, etc.

Article 3 – Provision of Personal Information

The Company shall manage the User's personal information within the range provided in Article 2 "Purposes of Personal Information Collection and Use." The Company shall not use the information beyond the agreed range nor provide or disclose the same to any third party without prior consent from the User. However, the following paragraphs shall be excepted:

- 3.1. In a case where the User provides agreement in writing;
- 3.2. In a case where the Company must submit the information pursuant to pertinent legislation.

Article 4 – Disadvantage due to Disagreement over Personal Information Collection, Use, and Provision

The User has the right to dissent regarding personal information collection, use, and provision. However, in a case where the User refuses to consent thereto, disadvantage hereunder unavoidably shall occur:

- 4.1. In the event that, upon completing the application form, the User does not concur with the collection, use, and provision of personal information by the Company as described in Article 1.2, employment screening cannot be performed.
- 4.2. In the event that, upon using the Company's Website, the User disagrees with the collection

and use of or access to personal information by the Company, service provision to and technical support available for the User may be limited.

Article 5 – Period of Retention and Use of Personal Information

5.1. Personal information described in Article 1.1 may be retained for a required period for the purposes specified in Article 2.1. However, the required period shall not exceed three (3) months.

5.2. Personal information stipulated in Article 1.2 shall be purged after being kept for one (1) year from the application date for the purposes of employment screening and identification of employment application activities.

5.3. Even after the termination of the hold and use period for personal information stipulated in Articles 5.1 and 5.2, if it is necessary to retain the personal information pursuant to relevant legislation, the information may be retained for the required period of time.

- a) “Act on the Consumer Protection in Electronic Commerce, etc.”
 - Records on cancellation, etc. of contracts or orders shall be retained for five (5) years.
 - Records on the settlement of users’ complaints or disputes shall be retained for three (3) years (however, when a civil or criminal suit or administrative process is underway, they shall be retained until the termination of the process).
 - Records on marks and advertisements shall be retained for six (6) months.
- b) “Electronic Financial Transactions Act”
 - Records on electronic financial transactions: shall be retained for five (5) years.
- c) “Protection of Communications Secrets Act”
 - The User’s access date and time, time period of access, frequency of use of the Website, and any location tracking data produced by the base station that detects access information: shall be retained for one (1) year.
 - Login records and data of tracking locations where the User used a mobile device to access the Website: shall be retained for three (3) months.

Article 6 - Procedure and Methods of Destruction of Personal Information

In principle, the Company shall destroy personal information without delay once the period of the collection and use of the information is complete. The destruction procedures and methods are as follows:

6.1. Destruction procedures: After the achievement of the purposes detailed in Article 2, the information collected by the Company with the User’s consent shall be transferred to a separate database (a separate document box in the case of paper), be stored for the period of time

pursuant to relevant laws and regulations (see Article 5.3), and destroyed after the termination of the period. Said personal information shall not be used for purposes beyond retention unless required by law, including the purposes prescribed in Article 5.3.

6.2. Destruction methods

- a) Personal information stored in an electronic file format shall be deleted using technical methods that prevent the retrieval and later viewing of such data.
- b) Personal information printed on paper and the like shall be either shredded using a mechanical shredder or destroyed by incineration.

6.3. Destruction deadlines: the personal information of the User shall be destroyed within five (5) days from the end of the period stipulated in Article 6.1. However, in the event that the personal information is no longer needed before the end of the period in Article 6.1 due to the closure of the Website, conclusion of service, etc., the information shall be purged within five (5) days from the day on which it is determined to be no longer necessary.

Article 7 - Rights of the Users and Applicants and Their Exercise

7.1. The Users may exercise their rights with the Company at any time in regard to personal information protection as stated below. However, in such cases, restrictions may occur in accordance with Article 4:

- a) Withdrawal of consent;
- b) Request for access to their personal information;
- c) Request for correction of an error, etc. in their personal information;
- d) Request for deletion of their personal information;
- e) Request to cease processing their personal information.

7.2. Once the Users exercise their rights according to Article 7.1 by e-mail, telephone, or letter, the Company shall immediately take appropriate action and notify the results by e-mail, text message, or letter.

7.3. If the Users request the correction of an error in their personal information, the Company shall not use or provide their information to third parties until the correction has been completed. In addition, if erroneous personal information has already been provided to third parties, the correction results shall be notified to said third parties without delay.

7.4. In the event that the User requests the deletion of his or her personal information, the information shall be destroyed in accordance with the procedures and methods stipulated in Article 6.

7.5. The Users directly or through a person they designate (a representative) may request access to, correction of, or deletion of their personal information. Their representative shall submit a

power of attorney to the Company in conformity with the form as per Enclosure No.11 of the Enforcement Regulation of “Personal Information Protection Act.”

Article 8 – Matters on the Installation, Operation and Refusal of Automatic Personal Information Collection Devices

8.1. The Company uses cookies and sessions to store and locate User information as needed.

- a) Cookie: a tiny text file sent to the User’s browser from the Company's Website’s server, which is then kept in storage in the User’s mobile phone.
- b) Session: the Company's Website’s server’s storage of User information while the Users are connected to the Website.

8.2. Cookies and sessions facilitate use by maintaining the User’s environment settings, help provide customized services, and are utilized as an indicator of service quality improvement by informing the User’s visit records, patterns of use, and interests.

8.3. The installation of cookies is optional for Users. Users may choose to accept all cookies, to allow cookies only after granting permission, or to refuse all cookies through the settings of the web browser. However, if the User rejects cookies, there may be difficulties in connecting to or using the Website. Setting whether to allow or block cookies may be performed as follows:

- a) Chrome web browser> Go to Tools [Setting] at the top right > [Site setting] > [Cookie] setting;
- b) Safari web browser> Go to [Setting] > [Safari] > [Cookie blocking] > setting.

8.4. The Users have no discretion regarding the installation of sessions, which are created automatically on the server when the Users log in and browse the Website.

Article 9 - Measures for Personal Information Security

The Company takes the following technical, administrative and physical measures necessary to ensure security and prevent loss, theft, leaks, tampering, or destruction of personal information while managing the Users’ personal information.

9.1. Administrative measures: Establishment and implementation of internal management plans; regular training of persons in charge

9.2. Technical measures: Management of authorization of access to the personal information processing system, etc.; establishment of an access control system on said system; encryption of unique identifying information, etc.; and installation of security software

9.3. Physical measures: Restriction of approaches to the server for storing personal information and terminals using personal information

Article 10 - Personal Information Protection Manager

10.1. The Company shall appoint the following department and official to protect personal information of the Users and applicants and to address complaints relating to personal information. The Users and applicants may file complaints related to privacy and security issues that may arise from their use of the Company's services to the Chief Privacy Officer or to the Privacy Management Department. The Company will promptly provide satisfactory responses to the Users' complaints.

- Privacy Management Department | Customer Center of Humanscape Technology Co., Limited | Email: help@humanscape.io
- Chief Privacy Officer | Jeon Hyun-jung (Human Resource Officer) | Email: yvette@humanscape.io

10.2. Reports or consultations upon other privacy violations should be made through the following institution.

- Personal Information Infringement Report Center (118)
- Personal Information Dispute Mediation Committee (1833-6972)
- Cybercrime Investigation Division of the Supreme Public Prosecutor's Office (02-3480-3573)
- Cyber Security Division of the Korean National Police Agency (182)

Article 11 – Notification

In the event that any content is added, deleted, or modified in this Privacy Policy, the Company shall announce it at least seven (7) days in advance via the notice board.

- Notification Date: 03 / 04 / 2020 (Month/Day/Year)
- Effective Date: 03 / 04 / 2020 (Month/Day/Year)