
ACTS University (아신대학교) Personal Information Processing Policy

All personal information handled by ACTS University is collected, retained, and processed based on the Personal Information Protection Act and other related laws and regulations or with the consent of the data subject. ACTS University has established the following processing policy in accordance with the Personal Information Protection Act to protect users' personal information and rights and to smoothly process users' complaints regarding personal information. In the event of a revision, it will be announced through the website.

Article 1 (Purpose of Processing Personal Information)

ACTS University processes personal information for the following purposes. The processed personal information will not be used for purposes other than those listed below, and prior consent will be obtained if the purpose of use changes.

a. Service Provision

We process personal information to provide services such as the introduction and announcements of ACTS University, the provision of educational content, identity verification, issuance of certificates (e.g., education completion certificates), and admission-related information.

b. Membership Registration and Management

Personal information is processed for identity verification, personal identification, prevention of fraudulent or unauthorized use, age verification, record preservation for dispute resolution, complaint handling, notice delivery, and other purposes associated with the use of membership services provided by ACTS University, such as admissions, academics, student affairs, library services, teaching and learning development, research, and health.

Article 2 (Personal Information Collection Items, Collection Methods, Retention Basis, Retention Period)

In principle, a user's personal information is destroyed immediately after the purpose of processing is achieved. However, if it is necessary to preserve the user's personal information due to school regulations or other laws, the provisions of the relevant laws will be followed. The items, collection methods, retention grounds, and retention periods of personal information processed by ACTS University to provide various services are as follows:

Personal Information File Name	Collection Items	Collection Method	Holding Department	Basis for Possession	Retention Period
List of applicants for admission	Name, resident registration number, address, phone number, email, high school, university,	Online collection (homepage membership application,	Office of Academic Affairs	Article 35 of the Enforcement Decree of the Higher	10 years

Personal Information File Name	Collection Items	Collection Method	Holding Department	Basis for Possession	Retention Period
	nationality, alien registration number, etc.	electronic application, etc.)		Education Act (Admissions Process Data)	
Admissions Performance Management	Examination number, score information, etc.	System linkage, Offline collection	Office of Academic Affairs	Article 35 of the Enforcement Decree of the Higher Education Act (Admissions Process Data)	10 years
Academic Record Management	Name, resident registration number, student number, department, home address, home contact number, degree number, guardian name, guardian contact number, guardian address, guardian occupation	System linkage	Academic Support Team	Article 4 of the Enforcement Decree of the Higher Education Act (School Regulations)	Jun-permanent
Performance Management	Home address, name, resident registration number, student number, department, guardian name, credits earned, grade point average	System linkage	Academic Support Team	Article 4 of the Enforcement Decree of the Higher Education Act (School Regulations)	Jun-permanent
Graduation Management	Name, resident registration number, student number, department, home address, contact information, degree number, guardian name, guardian contact information, guardian address, guardian occupation	System linkage	Academic Support Team	Article 4 of the Enforcement Decree of the Higher Education Act (School Regulations)	Jun-permanent

Personal Information File Name	Collection Items	Collection Method	Holding Department	Basis for Possession	Retention Period
Exchange Student Management	Name, resident registration number, student number, contact number, email	Written form	System linkage	Academic Support Team	Article 4 of the Enforcement Decree of the Higher Education Act (School Regulations)
International Exchange Student Management	Name, ID number, address, passport number, highest level of education	Written form	International Cooperation Headquarters	Management Guidelines for Foreign Students and Language Trainees (Ministry of Education, Science and Technology)	Jun-permanent
Scholarship Management	Name, resident registration number, address, contact information, email address, guardian name, health insurance premium payment amount, account number, bank name, depositor	Homepage	Student Support Team	Article 3 of the Rules on University Tuition Fees (Exemption and Reduction of Tuition Fees)	10 years
Development Fund Deposit Management	Name, email, resident registration number, home address, contact information, donation date, donation method, pledge amount, pledge type, donation amount, etc.	Written form, Homepage, Agreement	Missionary Room	Article 19 of the Enforcement Decree of the Act on Collection and Use of Donations	Jun-permanent
Library Loan Management	Name, student number, resident registration number, status, department, address, contact information, fax, email, leave/return status, expulsion,	System Linkage	Library	Article 35 of the Library Act (Business)	Jun-permanent

Personal Information File Name	Collection Items	Collection Method	Holding Department	Basis for Possession	Retention Period
	withdrawal/return, late payment, reservation/purchase request, late payment fee payment, etc.				
Private Life Management	Student number (examination number), gender, name, resident registration number, email, course type, nationality, parent information (address, contact information, occupation), blood type, address, contact information, affiliation, priority selection, grades, etc.	System linkage	Dormitory	ACTS University Dormitory Regulations	5 years
Lifelong Education Student	Name, English name, date of birth, academic background, resident registration number, address, contact information, email, course name, payment method and payment information, course name, work number, issuance number, issuance date, application date, etc.	Written form, Homepage	Lifelong Education Center	Article 4 of the Enforcement Regulations of the Lifelong Education Act (Learning Account Operation)	Jun-permanent
Employment Management	Name, student number, resident registration number, date of birth, gender, postal code, home address, contact information, email address, etc.	Written form, System linkage	Employment Information Center	Education Basic Statistics Survey Regulations (Ministry of Education, Science and Technology Ordinance No. 48), Statistics	5 years

Personal Information File Name	Collection Items	Collection Method	Holding Department	Basis for Possession	Retention Period
				Korea General Survey Approval No. 33403	
Language School Student Management	Name, resident registration number, contact information, affiliation, ID, English name, password, date of birth, email address, visa type, passport number, nationality, school/grade, parents' information	Homepage	International Language Education Center	ACTS University International Language Education Center Regulations	5 years
Student Management	Name, resident registration number, department, date of birth, contact information, etc.	System linkage	Student Affairs Office	ACTS University	5 years

☞ You can check the detailed registration information of personal information files by visiting the Ministry of the Interior and Safety's Personal Information Protection Comprehensive Support Portal (www.privacy.go.kr) → Personal Information Complaints → Request to View Personal Information, etc. → Search Personal Information File List → Enter 'ACTS University'(아신대학교) in the institution name and click Search.

Article 3 (Provision of Personal Information to Third Parties)

ACTS University processes users' personal information within the scope specified in Article 1 (Purpose of Processing Personal Information) and does not process or provide personal information to third parties beyond the original scope without the user's prior consent. However, personal information may be processed in the following cases:

- If the user has agreed to third-party provision and disclosure in advance
- In cases where provision is required by law, etc.
- In cases where it is significantly difficult to obtain consent in the usual manner due to economic or technical reasons for personal information necessary for the performance of a contract for the provision of services
- When used in a manner that makes it impossible to identify an individual

Article 4 (Entrustment of Personal Information Processing)

ACTS University's Admissions Office does not, in principle, entrust the processing of personal information to others without the user's consent. However, for the purpose of

accepting applications and conducting university admissions, personal information is entrusted as follows:

Consignee	Consignment Work Content	Retention and Use Period of Personal Information
Korean Council for University Education	"Management and delivery of common application for intervention, etc."	Until the processing purpose is achieved or the consignment contract ends
Uwayapply Co., Ltd.	Application submission agency	Until the processing purpose is achieved or the consignment contract ends

When entering into a contract for consignment, the Admissions Office of ACTS University states in writing matters related to responsibilities such as the prohibition of processing personal information for purposes other than the performance of the consigned work, technical and administrative protection measures, restrictions on re-consignment, and compensation for damages in accordance with the Personal Information Protection Act, and educates and supervises the consignee to ensure that personal information is processed safely. If there is a change in the content of the entrusted work or the trustee, this will be disclosed without delay through this personal information processing policy.

Article 5 (Rights, Obligations, and Methods of Exercising Them by Data Subjects)

As a personal information subject, users may exercise the following rights:

a. Request to View Personal Information

Users can request to view their personal information. Requests for inspection can be made through the personal information protection manager, or by visiting the Ministry of the Interior and Safety's Personal Information Protection Comprehensive Support Portal (www.privacy.go.kr) → Personal Information Complaints → Request to View Personal Information, etc.

b. Request to Correct or Delete Personal Information

Users may request the correction or deletion of their personal information if it is incorrect or has been collected, retained, or processed in violation of the law. The correction or deletion request procedure is the same as the procedure for requesting to view personal information.

c. Request to Suspend Processing of Personal Information

Users can request to suspend the processing of their personal information. The procedure for requesting suspension of processing is the same as the procedure for requesting to view personal information.

d. Right to Withdraw Consent

Users can withdraw their consent to the collection, use, and provision of personal information at any time. However, if consent is withdrawn, the user may be restricted from using services that require membership, and any legal obligations of the university will still apply. Consent withdrawal can be made through written forms, email, etc.

Article 6 (Measures to Ensure the Security of Personal Information)

ACTS University takes technical, administrative, and physical measures to ensure the security of personal information as follows:

- 1. Minimization and Education of Personal Information Handlers**
Only a limited number of staff members responsible for personal information handling are granted access to personal information, and training is provided regularly.
- 2. Establishment and Implementation of Internal Management Plan**
An internal management plan is established and implemented to ensure the safe processing of personal information.
- 3. Technical Measures against Hacking**
To prevent personal information leakage and damage due to hacking or computer viruses, ACTS University installs security programs, conducts regular updates and inspections, installs systems in restricted areas, and monitors and blocks unauthorized access from outside.
- 4. Encryption of Personal Information**
The user's personal information is encrypted and stored, and additional security features such as encrypted transmission are used for important data.
- 5. Access Control and Restriction**
Through granting, changing, and deleting access rights to the database system that processes personal information, we control access to personal information and use an intrusion prevention system to block unauthorized access.
- 6. Use of Locking Devices for Document Security**
Documents and external storage media containing personal information are stored in a safe place with a locking device.
- 7. Access Control to Unauthorized Persons**
Physical access control measures are in place to ensure that unauthorized persons are restricted from accessing places where personal information is stored.

Article 7 (Personal Information Protection Officer)

ACTS University has designated the following personnel as the personal information protection officer to protect personal information and to handle related complaints:

Category	Name	Department	Position	Contact Information
Personal Information Protection Officer	Chung, Hong Yul	President	President	031-770-7700 aigs@acts.co.kr

Article 8 (Request to View Personal Information)

Users can request to view personal information processed by ACTS University under Article 35 of the Personal Information Protection Act, such as through the personal information protection manager, department, or the Ministry of the Interior and Safety's Personal Information Protection Comprehensive Support Portal (www.privacy.go.kr) → Personal Information Complaints → Request to View Personal Information, etc.

Article 9 (Remedies for Infringement of Rights)

Users can inquire about damage relief, consultation, etc., due to personal information infringement, or report damage relief to the Personal Information Infringement Reporting Center (operated by the Korea Internet & Security Agency).

Article 10 (Policy Change Notice)

If this policy is revised, it will be promptly announced on the ACTS University website, and the changes will apply from the date of announcement.