

Privacy Policy

Date of Enforcement	September 30, 2011
Last Modified	July 29, 2020

All personal information handled at Seoul National University is collected, handled, and managed by relevant acts, including the Personal Information Protection Act or by the agreement from the subject of information.

Seoul National University has established the following policy in accordance with the Personal Information Protection Act to protect the personal information and the rights of the users of its website and to quickly respond to any issues the users may experience in regards to their personal information. Any amendments made to this policy will be publicly announced on the website.

This privacy policy applies to all websites that use Single Sign-On (SSO) information for personal authentication unless any separate announcements are made.

Article 1 (Purpose of Personal Information Management)

Seoul National University manages personal information for the following purposes. The managed personal information will not be used for purposes other than the purposes stated below. In the case there is a change in the purpose of using the personal information, the University will be asking for consent from the users prior to the change.

A. Provision of Services

- Personal Information will be managed to provide various services for introducing the University and making announcements, providing educational content, verifying personal identity, issuing certificates (certificate of education), and for providing information on admissions.

B. Membership Registration and Management

- Personal Information will be managed for identity verification and personal authentication of users for access to the membership services provided by the University, including admission services, academic affairs, student affairs, library services, access to teaching and learning materials, research, and medical care. The personal information will further be used to prevent any unauthorized members or users from accessing the service, to check the users' ages, keep records for dispute arbitrations, address any customer complaints, and to make announcements.

Article 2 (Collected Information, Methods of Collection, Legal Basis for Retention, Period of Retention)

The personal information of the users will be destroyed immediately after the purpose of its collection and use have been achieved. Provided that, if it is required to retain the information by relevant school regulations and laws, the personal information will be retained as designated by relevant laws and regulations.

The collected personal information, methods of collection, legal basis for the retention of the information and the period of retention are as follows.

Area of	Collected	Method	Retaining	Legal Basis	for Retention	Retention
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Management (File Names)	Information	of Collection	Department		Period
Admissions	Name, resident registration number (foreign registration number or passport number for international students), test identification number, address, phone number, mobile phone number, e-mail address, information on applicant's academic performance, and others (user's high school, university, nationality, bank account information for possible refunds)	Online application, system links, offline collection	Office of Admissions	Enforcement Decree of the Higher Education Act Article 73 (Handling of Personally Identifiable Information), Enforcement Decree of the Public Records Management Act Article 26 (Preservation Period), Enforcement Decree of the Higher Education Act (Data for Admission Screening)	Ten years
Registration	Name, resident registration number, student identification number, major, home address, home phone number, mobile phone number, degree number, name of parent or guardian, phone number of parent or guardian, address of parent or guardian, the profession of parent or guardian	System links	Office of Academic Affairs	Enforcement Decree of the Higher Education act Article 4 (School Regulations)	Semi-permanent
Academic Performance	Home address, name, resident registration number, student identification number, major, name of parent or	System links	Office of Academic Affairs	Enforcement Decree of the Higher Education act Article 4 (School Regulations)	Semi-permanent

	guardian, acquired grades, student GPA				
Degree	Name, resident registration number, student identification number, major, home address, mobile phone number, degree number, name of parent or guardian, phone number of parent or guardian, the profession of parent or guardian	System links	Office of Academic Affairs	Enforcement Decree of the Higher Education act Article 4 (School Regulations)	Semi-permanent
Exchange Students	Name, resident registration number, student identification number, contact information, e-mail address	Written forms, system links	Office of Academic Affairs	Enforcement Decree of the Higher Education act Article 4 (School Regulations)	Semi-permanent
Teaching Certificate	Name, resident registration number, student identification number, home address, home phone number, mobile phone number, degree number, graduation-related information, teaching-related certificates	System links	Office of Academic Affairs	Enforcement Decree of the Higher Education act Article 4 (School Regulations) Teacher Certification Regulations Enforcement Decree for Teacher Certification Regulations Specific standards for acquiring teaching certificates for kindergartens, elementary, middle and special schools	Semi-permanent
Online Issuance of Certificates	Student identification number, name, resident registration number, user information (college, department), progress, status, name of the relevant institution, student classification, contact information of	System links	Office of Academic Affairs	Framework Act on Education Article 4 (School Regulations), Seoul National University Regulations for Issuing Academic Certificates	Semi-permanent

	the sender, e-mail address the of the sender, the name of the recipient, phone number of recipient, mobile phone number of recipient, address, and the issuance limitation code				
International Exchange Students	Name, date of birth, nationality, country of birth, passport number, university of the student, address, contact information, and e-mail address	Written forms, system links	Office of International Affairs	Enforcement Decree of the Immigration act Article 101 (Management of Sensitive Information and Personally Identifiable Information)	Semi-permanent
Scholarships	Name, resident registration number, address, phone number, e-mail address, name of parent or guardian, and the amount of health insurance fee	Website	Division of Scholarship & Welfare	Regulations on University Tuition Fees Article 3 (Exemption and Reduction of Tuition Fees) Act on the Establishment of the Korea Scholarship Foundation Article 50-2 (Request for Providing Data) Enforcement Decree Article 36-2 (Managing Private Information and Personally Identifiable Information), Consent from subjects of information	Ten Years
Foundation Donors	Name: Required, Home Address: Required, Workplace Address: Required, E-mail Address: Required, Home Contact Information: Required, Workplace Contact Information: Required, Mobile Phone Number (Contact Information): Required, Date of Birth: Required, Resident Registration Number: Required, and Other Information (information	Written forms, memorandum of agreement on the website	Office of Planning and Coordination	Enforcement Decree of the Act on Collection and Use of Donations Article 19	Semi-permanent

	on alumni association, credit card information				
Library Management System	Name: Required, Home address, E-mail Address: Required, Home Contact Information, Workplace Contact Information, Mobile Phone Number (Contact Information): Required, Other Information ((Required) representative personal number, personal number (student identification number/ employee number), user status, major/ department, whether the student has taken leave of absence or have returned to school (optional), other contact information, postal code, and information on late fees)	System links	Central Library	University and College Libraries Promotion Act Article 7 (Affairs, etc. of University Libraries)	Semi-permanent
Residents of Gwanak Residence Halls	Student identification number (test identification number), sex, name, date of birth, e-mail address, degree program, nationality, parental information (address, contact information, profession), blood type, address, contact information, affiliation,	System links	SNU Gwanak Residence Halls	Seoul National University Regulations on Residence Halls	Five Years

	information on whether the student was pre-selected, and student GPAs				
Extension College Students	Name, English name, date of birth, address, phone number, e-mail, mobile phone number, names of attending courses, payment method and payment information, completed courses, issuance number, date of issuance, and registration date	Written forms, website	Extension College	Enforcement Decree of the Lifelong Education Act Article 4 (Operation of Learning Accounts)	Semi-permanent
Student Employment Status	Name, student registration number, resident registration number, sex, postal code, home address, mobile phone number, e-mail address, matriculation date, graduation date, whether the student has transferred, minor department of the student, double major department of the student, whether the student has completed taking teacher training courses	System links	Career Development Center	Framework Act on Education Article 26-3 (Survey of Statistics Related to Education), Enforcement Decree of the Higher Education Act Article 11-3 (Details, etc. of Educational Statistic Surveys), Approval Number 334003 for General Research with regard to the Statistics Act (Drafted and Approved on March 30, 2004), Act on Special Cases Concerning the Disclosure of Information by Education-related Institutions Article 6 (Information, etc. subject to Publication by Higher Educational Institutions), Directive on Educational Statistical Research (Ministry of Education Directive No. 260)	Five Years
Medical Records at Gwanak EMR	Name: Required, Home Address, E-mail address, Mobile Phone Number (Contact Information), Date of Birth, Resident	System links	Health Service Center	School Health Act Article 7-3 (Health Examination Records)	Ten Years
Medical Records at Yeongeon EMR					
Dental Records					

Student Physical Examination Records	Registration Number: Required, Health Status: Required, Other Information (Affiliation, Student Identification Number)				
Integrated Account Information	Name, ID, password, Sex, personal number, e-mail address, mobile phone number, status, affiliation	Website, system links	Division of Information Service	Seoul National University Guidelines for Managing Accounts and Integrated Authentication Service (Lifelong Account Service) (Click Here)	Two Years after Suspension of Account
S-CARD	Name, student identification number/ personal number, affiliation, date of birth, sex, photo, e-mail address, mobile phone number, status, academic information for the electronic attendance register	System links	Division of Student Service	Seoul National University Regulations for S-CARD Management	Until Graduation, Expulsion or Retirement
Mobile and USIM S-CARD	Student identification number/ personal number, name, sex, date of birth, affiliation, mobile phone number, records on service use, accessed IP information, type of operating system and version information, USIM ICC ID, IMEI ID, mobile carrier code, mobile phone version, model, UUID	System links, collection of mobile device-related information, online collection	Division of Student Service	Seoul National University Regulations for S-CARD Management, Terms, and Conditions for Using the SNU Mobile and USIM S-CARD Service	Until Graduation, Expulsion or Retirement
Technical Research Personnel at Graduate	Name, personal information, date of birth, academic	System links, offline collection, direct	Division of Student Service	Military Service Act Article 43-① Enforcement Decree of the Military Service Act Article 93-④	Until completion of the purpose of manage

Schools	records, individual attendance records, information on employee appointment, dispatch, or business trips, contact information (address, mobile phone number), employee time cards and relevant documents, place of work, working hours, hand vascular pattern recognition information	registration through hand vascular pattern recognition device		Management Regulations for Technical Research Personnel and Skilled Industry Personnel Articles 32 and 33 Seoul National University Management Regulations for Technical Research Personnel	nt, until the end of the period of service
List of Cars Using Regular Parking Tickets	Name, position, affiliation, car number, type of car, the period of use, personal number, student identification number, contact information	Written forms	Division of Campus Management	Seoul National University Gwanak Campus Regulations for Transportation Management	Two Years
Member Information for the Office of Research Affairs Website and the SNU R&DB Foundation Website	Name, date of birth, ID, password, e-mail, mobile phone number, authentication information for membership registration	System links, online collection	Division of Research Policy (SNU R &DB)	Consent from the subject of information	Until cancellation of membership (two years)
Research Management Information	Name, date of birth, resident registration number (foreign registration number or passport number for international students), address, e-mail address, mobile phone number, bank account number, researcher registration number	System links, online collection, written forms	Division of Research Policy (SNU R &DB)	The Framework Act on Science and Technology Article 11, Act on the Performance Evaluation and Management of National Research and Development Projects Article 25, Science Promotion Act Article 2, Seoul National University Regulations for Management of Research Funds	Semi-permanent
Academic	Name, date	System	Division of	The Framework Act on Science	Semi-perma

Achievements	of birth, research achievements including information on intellectual properties, educational, research, and volunteer work-related achievements	links, online collection, written forms	Research Policy (SNU R &DB), Division of Research Support	and Technology Article 11, Act on the Performance Evaluation and Management of National Research and Development Projects Article 25, Science Promotion Act Article 2, Seoul National University Regulations for the Management of Intellectual Properties, Seoul National University Regulations on the Management and Evaluation of Faculty Achievements, etc.	ment
SNU LEI Students	Click the link below to find more details on the names of the personal information and collected information retained by the Language Education Institute Link to the Language Education Institute's Privacy Policy				

☞ For more details on the registration of personal information files, visit the Ministry of Public Administration and Security's Personal Information Protection Support Portal (www.privacy.go.kr) → Petition on Personal Information → Request to Access Personal Information → Search for Personal Information Files → searching by inputting "Seoul National University."

Article 3 (Provision of Personal Information to Third Party)

Seoul National University manages personal information within the scope stipulated in Article 1 (Purpose of Personal Information Management) and will not exceed the initial scope or provide any personal information to a third party without the prior consent from the user except for any of the following cases.

- Where the user provides prior consent to the provision and disclosure of information to the third party
- Where statutes and regulations demand the provision
- Where the personal information is needed to fulfill a service contract, and it is conspicuously difficult to receive regular consent due to economic and technological issues
- Where the information is managed so that it cannot be used to identify individuals

☞ List of Third-Party Recipients of the Personal Information (Click to be directed to [Appendix 1])

In the case that an institution affiliated with Seoul National University provides personal information to a third-party that has not been stipulated in the abovementioned list, the institution will disclose its privacy policy on its website.

Article 4 (Entrustment of Personal Information Management)

- 1) When signing an entrustment contract, Seoul National University stipulates the matters concerning prohibiting a third person from managing personal information for any purposes other than for the performance of the entrusted affairs, matters concerning technical and administrative protection measures, limiting any re-entrustments of the personal information, management and supervision of the entrusted party, and matters concerning liabilities to compensate for damage in the contract with regard to Article 26 of the Personal Information Protection Act. Seoul National University is regularly checking and supervising whether the entrusted party is safely managing personal information.

2) For the smooth management of personal information, Seoul National University is entrusting the management of personal information as follows. The University will disclose any changes to the tasks of the entrustment or the entrusted party through this Privacy Policy.

☞ Entrustment of Personal Information Management (Click to be directed to [Appendix 2])

3) Entrustment of Personal Information Management by other institutions affiliated with Seoul National University is disclosed in each of their privacy policy posted on their website.

Article 5 (Rights and Duties of Subject of Information and Methods of Exercising Rights)

Users can exercise the following rights as the subject of personal information.

- Request an Inspection of Personal Information

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In accordance with Article 35 (Inspection of Personal Information) of the Personal Information Protection Act, users can request to inspect the personal information retained by the main website of Seoul National University. The users' request to inspect personal information may be restricted with respect to Clause 5, Article 35.

In the case the user requests to inspect his/her personal information, Seoul National University will ensure that the user could inspect the relevant personal information within ten days after the request has been made. In such cases, if there exist justifiable grounds making it impractical to inspect such information within the specified period, the University may notify the subject of information of the grounds therefor within ten days after the request has been made and postpone an inspection, and permit the inspection without delay within ten days after the grounds cease to exist.

Seoul National University may limit or reject a request from the subject of information after notifying the reason to the subject of information in any of the following cases. In such cases, the subject of information may inspect other information aside the information that cannot be inspected. The university will also inform the subject of information on the reasons and methods to raise objections within ten days of receiving the request for inspection.

- Where an inspection is prohibited or restricted by Acts
- Where it is apprehended that any third person's life and body may be harmed, or any third person's property and other interests may be unduly infringed on
- Where a public institution causes any inconvenience while carrying out any of the following affairs:
 - a. Affairs concerning the imposition, collection, or refund of taxes
 - b. Affairs concerning grade evaluation or the selection of newly enrolled students at schools of each level under the Elementary and Secondary Education Act and the Higher Education Act, lifelong education centers under the Lifelong Education Act, and other higher education institutions established under other Acts
 - c. Affairs concerning tests of academic ability, functions and employment, and qualification evaluation

d. Affairs concerning an assessment or decision in progress in connection with the calculation, etc. of compensation

e. Affairs concerning an audit and an investigation in progress under other Acts

- Request to Correct or Delete Personal Information

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Personal information files retained by Seoul National University are subject to correction or deletion by request pursuant to Article 35 (Correction or Deletion of Personal Information) of the Personal Information Protection Act. Provided, that if other statutes stipulate the particular personal information to be collected, the subject of information cannot request the deletion thereof.

Aside from the cases in which other statutes stipulate relevant procedures on the correction and deletion of the particular personal information requested by the subject of information, and provided that there are no justifiable grounds, Seoul National University will investigate the personal information in question within ten days after the request has been made and take necessary measures, such as correction or deletion, etc. based on the request of the subject of information, and notify the subject of information of the result.

- Request to Suspend the Management of Personal Information

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Personal information files retained by Seoul National University are subject to suspension of management pursuant to Article 37 (Suspension, etc. from Managing Personal Information) of the Personal Information Protection Act.

Seoul National University will suspend the management of specific personal information entirely or partially at the request of a subject of information within ten days of receiving the request, provided that there were no justifiable grounds, and will take necessary measures on the personal information in question within ten days of receiving the request to suspend its management, provided that the University may reject a request from a subject of information to suspend management in any of the following cases. In such cases, the university will inform the subject of information of the reasons within ten days of receiving the request.

- Where an inspection is prohibited or restricted by Acts
- Where it is apprehended that any third person's life and body may be harmed, or any third person's property and other interests may be unduly infringed on
- Where a public institution is unable to conduct its affairs stipulated by or under other acts unless it manages personal information
- Where it is impractical to perform a contract, such as a failure to provide a subject of information with stipulated services unless the personal information is managed, and the subject of information fails to express his/her intention to terminate the contract clearly

- Methods and Procedures of Exercising Rights

A subject of information may have his/her representative (a legal representative of the subject of information or a person who has been entrusted by the subject of

information) to request the inspection, correction or deletion, or suspension of management of their personal information. In such cases, the representative may submit a power of attorney of the subject of information to the University (Refer to Appendix 11 of the Enforcement Decree of the Personal Information Protection Act for the Power of Attorney)

A subject of information may exercise his/her rights after completing the “Request Form for Personal Information (Inspection, Correction or Deletion, or Suspension of Management)” and submitting the form by mail, or electronic mail, or FAX to the managing team for affairs such as the inspection of personal information (managing team for receiving the requests for inspecting personal information pursuant to this Privacy Policy). Requests for inspection of personal information may also be made through the Private Information Protection Support Portal Website (www.privacy.go.kr).

A subject of information can raise an objection if dissatisfied with the request for inspecting, correcting, suspending the managing of, and deleting the personal information by contacting the managing team for receiving the requests for inspecting personal information pursuant to this Privacy Policy.

A legal guardian of a child under the age of 14 years may request the university for inspection, correction, deletion, and suspension of management of the child’s personal information.

Article 6 (Destruction of Personal Information)

Seoul National University will destroy personal information without delay when its management purposes are achieved. The procedures, duration, and methods of destruction are as follows.

- **1. Destruction Procedures**

- The information input by the user is moved to a separate database after its management purposes are achieved (in case of paper documents, moved to a separate document), then is stored for a certain period pursuant to relevant Acts or is destroyed without delay. The personal information moved to another database during this process will not be used for any other purposes unless stipulated by law.

- **2. Duration to Destruction**

- The personal information of the user that has surpassed its retention period will be destroyed within five days after the end of its retention period, and in the case where the personal information has become unnecessary as its management purposes have been achieved, the relevant service has been canceled, or the project has been terminated, the personal information in question is destroyed within five days after its management is acknowledged to be unnecessary.

- **3. Methods of Destruction**

- Information in electronic form will be destroyed by using technical methods which would prevent the files from being recovered. Information printed in paper form will be shredded by using a shredder or be incinerated.

Article 7 (Measures for Securing the Safety of Personal Information)

Seoul National University has established the following technological, managerial, and physical measures to secure the safety of personal information pursuant to Article 29 of the Personal Information Protection Act.

- **1. Minimizing the Number of Personal Information Protection Managers and Providing Training Opportunities**

- The University is appointing personal information protection managers and limiting the tasks only to select employees to manage personal information.

- **2. Running Regular Self-Inspections**

- The University is holding regular self-inspections (annually) to secure the safety of personal information.

- **3. Establishing and Implementing Internal Management Plans**

- The University is establishing and implementing internal management plans for the secure management of personal information.

- **4. Encrypting Personal Information**

- The University is saving and managing the passwords and resident registration numbers of its users after encryption so that only the user could have knowledge of the information in question. The University also employs separate security functions for essential data, such as encrypting the files or transmitted data or by locking the files.

- **5. Technological Measures to Prevent Hacking, etc.**

- Seoul National University has installed security programs and has regularly renewed and inspected them to prevent any leakage or damage of personal information through hacking or computer viruses. The University has also installed its system in a restricted area and is using technological and physical measures to inspect and block any external access.

- **6. Access Restriction to Personal Information**

- The University is limiting access to personal information by taking necessary measures through providing, changing, and rescinding access to the personal information management database system. The University also uses a firewall to restrict any external unauthorized access.

- **7. Access Restriction to Unauthorized Personnel**

- The University has a separate physical facility for storing personal information and has established and implemented a protocol restricting access to the facility.

Article 8 (Personal Information Protection Managers)

Seoul National University is designating personal information managers and persons in charge by field to protect the personal information of its users and respond to relevant complaints, and to

secure the legitimacy and appropriateness of the personal information for the protection of the rights and interests of the citizens and the appropriate performance of public affairs.

Personal Information Protection Managers		Location and Contact Information of Department in Charge		
		Location	Phone Number	E-mail Address
Chief Manager	Director Yungsoo Park	Administration Building (Bldg. 60.)	02-880-5091	privacy@snu.ac.kr
Managers by Area	Administrative Manager: Chief of the Division of General Affairs	Administration Building (Bldg. 60.)	02-880-5091	
	Computer Manager: Chief of the Division of Information Service	Office of Information Systems and Technology (Bldg. 102)	02-880-5359	
	Manager of Image Information Processing Equipment: Chief of the Division of Campus Management	Administration Building (Bldg. 60.)	02-880-5228	

Article 9 (Installation, Operation, and Rejection of Automated Data Collection Devices)

1) Purposes of Using Cookies: To provide optimized service Seoul National University uses “cookies (x_cookie),” which saves and frequently retrieves the information of a subject of information. Cookies are small files that are sent from the server (HTTP) that are used to run websites the browser of the user’s computer and are at times saved in the hard disk of the user’s personal computer.

2) Installation, Operation, and Rejection of Cookies: Users have a choice over installing cookies. A subject of information can thus set an option on his/her web browser to allow all cookies, or to check them every time they are saved, or to reject the saving of all cookies.

- How to Setup (for Internet Explorer users): Go to Tools on the upper part of the web browser > Internet Options > Privacy

If you choose to reject cookies, you cannot use the services that require login.

Article 10 (Division in Charge of Requests for Inspecting Personal Information)

1) Seoul National University is operating the following divisions that are in charge of requests for inspecting personal information, and their contact information is as follows.

- Name of Division: Division of General Affairs, Bureau of General Administration, Seoul National University

- Person in Charge: Officer Gwangyong Oh

- Phone Number: 02-880-5092

2) To request an inspection of your personal information, please contact the division in charge of requests. You will be connected to the division in charge of the relevant personal information files and ensure that your request is processed within the period stipulated by Acts.

Article 11 (Changes to the Privacy Policy)

This Privacy Policy will take effect from the date of enforcement, and any changes, deletion, or correction to the policy pursuant Acts and guidelines will be publicly announced through the website.

- Click to view the previous version of the Privacy Policy

Article 12 (Methods to Remedy Infringement on Rights and Interests)

A subject of personal information may apply for dispute mediations or counseling at the Personal Information Dispute Mediation Committee or the Personal Information Protection Center at the Korean Internet Security Agency (KISA) or other organizations to remedy any infringement of personal information.

Please contact the institutions below to report and consult for any other infringements of personal information.

Personal Information Dispute Mediation Committee: 1833-6972 (<https://www.kopico.go.kr>)

Cybercrime Investigation Division, Supreme Prosecutor's Office: (Without Exchange Number) 1301 (<http://www.spo.go.kr>)

Cyber Bureau of the Korean National Policy Agency: (Without Exchange Number) 182 (<http://cyberbureau.police.go.kr>)

Personal Information Infringement Report Center, Korean Internet Security Agency: (Without Exchange Number) 118 (<http://privacy.kisa.or.kr>) Person in charge of protecting personal information by area categories, collection methods, and the grounds for retention, and the retention period of the entrusted personal information for the processing of personal information, date of enforcement and the last modified date of the privacy policy

[Appendix 1] Third-Parties Recipients of Personal Information

Reference Date: 2020. 7. 29.

Division in Charge	Item	Recipients	Provided Personal Information	Grounds for Provision	Purpose of Provision	Period of Provision
Division of Finance & Property	Year-end Tax Adjustment (Statement of Payment of Earned Income)	National Tax Service	Name, resident registration number, amount, subject of basic adjustment (name, resident registration number, amount)	<ul style="list-style-type: none"> ◦ Income Tax Law Article 164 ◦ Income Tax Law Article 160-3, Enforcement Decree of the Income Tax Law Article 208-3 	Year-end Tax Adjustment (Statement of Payment of Earned Income)	Once a Year
Division of Finance & Property	Statement of Payment of Earned Income (Other Income, Retirement Income, Business Income)	National Tax Service	Name, resident registration number, amount	<ul style="list-style-type: none"> ◦ Income Tax Law Article 164 ◦ Income Tax Law Article 160-3, Enforcement Decree of the Income Tax Law Article 208-3 	Statement of Payment of Earned Income (Other Income, Retirement Income, Business Income)	Once a Year
Division of Finance & Property	Simplified Statement of Payment of Earned Income	National Tax Service	Name, resident registration number, amount	<ul style="list-style-type: none"> ◦ Income Tax Law Article 164-3 	Simplified Statement of Payment of Earned Income	Twice a Year
Division of Finance & Property	Statement of Payment of Everyday Earned Income	National Tax Service	Name, resident registration number, amount	<ul style="list-style-type: none"> ◦ Income Tax Law Article 164 	Statement of Payment of Everyday Earned Income	Four Times a Year
Division of Human Resources	Yearly Income of Faculty Members	National Health Insurance Service Korea Workers' Compensation & Welfare Service	Amount of yearly income (based on the year-end tax adjustment made by the National Tax Service)	<ul style="list-style-type: none"> ◦ Employment Insurance Act Article 110 Industrial Accident Compensation Insurance Act Article 31 	Statement of the Total Income for the Health/ Employment/ Industrial Accident Insurance Plans	Once a Year
Division of Human Resources	Basic Information of Faculty Members	Teachers Pension National Pension Service	Name, resident registration number, the	<ul style="list-style-type: none"> ◦ Pension for Private School Teachers and Staff Act Article 19-4 	Joining Teachers Pensions/ National Pensions/ Employment,	When there is a new policyholder

			monthly average income	◦National Pensions Act Article 123	Industrial Accident Insurance Plans	
Division of Scholarship & Welfare	List of Applicants for the National Scholarship / List of Applicants for the Student Loan	Korea Student Aid Foundation	Name, resident registration number, student identification number, department, year, type and amount of scholarship, academic records, registration information	◦Act on the Establishment of the Korea Student Aid Foundation Article 16, Article 50, Article 50-2	Application for the National Scholarship / Student Loan	Every Semester
Division of Scholarship & Welfare	List of Applicants for Off-campus Scholarships	Off-campus Scholarships	Student identification number, name, name of the scholarship, affiliation (College, department)	◦ Personal Information Protection Act Article 17 Clause 1-1	Management of Applications for Recommendations for Off-campus Scholarships	Every Semester (Until the Management Purpose is Fulfilled)
Division of Scholarship & Welfare	Notification of Loss of Eligibility as an Employer-provided Policyholder	National Health Insurance Service	Date of loss, loss code, yearly income, months of employment	◦ National Health Insurance Act Article 9, Article 10, Enforcement Decree for the Aforementioned Act Article 4	Loss of Employer-provided Health Insurance	When Cases Occur
Division of Scholarship & Welfare	Notification of Changes to the Employer-provided Policyholder (Workplace, records of work)	National Health Insurance Service	Change code, date of the change, exemption code	◦ National Health Insurance Act Article 54, Article 74	Transfer, Exemption of Health Insurance Fee	When Cases Occur
Division of Scholarship & Welfare	Notification of the Qualifications as Dependent (Acquisition · Loss)	National Health Insurance Service	Relationship, name of dependent, resident registration number of dependent	◦ National Health Insurance Act Article 5, Enforcement Decree for the Aforementioned Act Article 2	Acquisition or Loss of Dependents	When Cases Occur
Division of Scholarship & Welfare	Notifications of Acquiring the Qualifications	National Health Insurance Service	Name, resident registration number,	◦ National Health Insurance Act Article 6,	Acquisition of New Employer-provided Policyholders	When Cases Occur

Welfare	as an Employer-provided Policyholder		monthly income, acquiring date, acquiring code, accounting code, occupational category code	Enforcement Decree for the Aforementioned Act Article 4		
Division of Scholarship & Welfare	Application form for the Suspension of (and Cancellation of) the Payment Notification for an Employer-provided Policyholder	National Health Insurance Service	<p>- When taking a leave of absence: effective date of suspending the notification , expected date of canceling the suspension of notification , the reason for the suspension</p> <p>- When returning to work: effective date of canceling the suspension of notification , monthly income at the moment of cancellation, yearly income during the period in which the notification was suspended</p>	<ul style="list-style-type: none"> ◦ National Health Insurance Act Article 75, Enforcement Decree for the Aforementioned Act Article 50 	Suspension of Payment Notification or Exemption of Insurance Fee for Employer-provided Policyholders	When Cases Occur
Division of Scholarship & Welfare	Request Form for Changing (Adding, or Excluding) the Subject of Physical Examinations	National Health Insurance Service	Adding Reasons for Adding or Excluding: new employees, employees	<ul style="list-style-type: none"> ◦ National Health Insurance Act Article 52, Enforcement Decree for the Aforementioned Act Article 25, Workplace 	Addition or Exemption of Subjects of Physical Examinations	When Cases Occur

			that have been examined, etc. Exceptions: recipients of comprehensive medical testing, employees on leave, etc.	Manuals		
Division of Scholarship & Welfare	Request Form for Changing Monthly Remuneration of Employer-provided Policyholder of the National Health Insurance	National Health Insurance Service	Date of change in monthly income changed monthly income	<ul style="list-style-type: none"> ◦ National Health Insurance Act Article 36, Enforcement Decree for the Aforementioned Act Article 41 	Changes in Monthly Remuneration	When Cases Occur
Division of Scholarship & Welfare	Invoice for Liability Insurance for School Managers	Hyundai Marine & Fire Insurance	Name, resident registration number, affiliation, student identification number, address, contact information	<ul style="list-style-type: none"> ◦ Personal Information Protection Act Article 17 Clause 1-1 	Evaluation of Insurance Claims and the Provision of Insurance Benefits	When Cases Occur
Division of Scholarship & Welfare	Statement of Payment of Other Incomes	National Tax Service	Name, resident registration number, yearly income	<ul style="list-style-type: none"> ◦ Income Tax Law Article 164, Enforced Decree of the Income Tax Act Article 213 	Submission of the Statement of Payment for Other Income Earners	Once a Year
Division of Scholarship & Welfare	Form for Acquiring the Qualification for Employer-provided National Pension Recipient	National Pension Service	Name, resident registration number, monthly income, date of acquiring the qualification, qualification code, special occupation code, special occupation	<ul style="list-style-type: none"> ◦ National Pension Act Article 8, Article 21 	Acquisition of the Qualification for Employer-provided National Pension Recipient	When Cases Occur

			retirement pension code			
Division of Scholarship & Welfare	Form for Acquiring the Qualification for Employment Insurance	Korea Workers' Compensation & Welfare Service	Name, resident registration number, monthly income, date of qualifying, occupation code, weekly working hours	<ul style="list-style-type: none"> ◦ Employment Insurance Act Article 8, Article 15 	Acquisition of the Qualification for Employment Insurance	When Cases Occur
Division of Scholarship & Welfare	Employment Declaration form for Occupational Health and Safety Insurance	Korea Workers' Compensation & Welfare Service	Name, resident registration number, monthly income, date of qualifying, occupation code, weekly working hours	<ul style="list-style-type: none"> ◦ Industrial Accident Compensation Insurance Act Article 6 ◦ Act on the Collection of Insurance Premiums, etc. for Employment Insurance and Industrial Accident Compensation Insurance Article 5, Article 11 	Employment Declaration of Employee with Occupational Health and Safety Insurance	When Cases Occur
Division of Academic Affairs	Confirmation of Academic Records/ Level of Education	Universities and Public Institutions, etc.	Academic records and level of education	<ul style="list-style-type: none"> ◦ Personal Information Protection Act Article 17 Clause 1-1 	Confirmation of Academic Records and Level of Education for Admissions and Employment	When Cases Occur
Division of Academic Affairs	Directory of Students with Academic Records	Military Manpower Administration	Name, resident registration number, student identification number, major, academic records and level of education, e-mail address, mobile phone number	<ul style="list-style-type: none"> ◦ Military Service Act Article 60, Article 80 	Postponement of Enlistment of Students	When Cases Occur
Division of Student Service	Directory of Students with Changes in Academic	Seoul Metropolitan Military	Undergraduate program, name,	<ul style="list-style-type: none"> ◦ Enforcement Decree for the Military Service Act 	Cooperation in military administrative affairs	Twice Every Month (Every

	Records	Manpower Administration	student identification number, resident registration number, registered address, year, date of the change in the academic records, the reason for expulsion	Article 124, Article 127		1 st and the 15 th
Division of Student Service	Directory of Newly Enrolled Students	Woori Bank	Name, student identification number, affiliation, date of birth, ID picture	◦ Management Regulations for the Seoul National University S-CARD	Issuance of Student ID Cards (S-Card) for Freshmen	One Month before Matriculation (February, August)

[Appendix 2] Entrustment of Personal Information Management

Reference Date: 2020.7.29.

Division in Charge	Entrusted Organization	Entrusted Tasks	Period of Collecting and Using the Personal Information	Others
Office of Admissions	Jinhak Apply Corporation	Receiving Applications	Until Fulfillment of Entrustment Goal or until the End of the Entrustment Agreement	
Office of Admissions	Uway Apply	Receiving Applications	Until Fulfillment of Entrustment Goal or until the End of the Entrustment Agreement	
Division of Finance & Property	Nonghyup Bank, Shinhan Bank, Woori Bank, BC Card (Nonghyup and Woori Bank), NH Card, Shinhan Card (Excluding Shinhan BC Card)	Receipt of Tuition Fees	Until Fulfillment of Entrustment Goal or until the End of the Entrustment Agreement	
Office of Information Systems and Technology	KCC Information and Communication	Implementation of Administrative Information System Functions	Until Fulfillment of Entrustment Goal or until the End of the Entrustment Agreement	
Office of Information Systems and Technology	Crespeed	Implementation of Research Administration Integrated Management System Functions	Until Fulfillment of Entrustment Goal or until the End of the Entrustment Agreement	
Central Library	Ex Libris	Cloud-based Reservation Management System	Until Fulfillment of Entrustment Goal or until the End of the Entrustment Agreement	Transferred Country: Singapore, Transferred Items, date, methods are the same
Division of Student Service	Woori Bank	Issuance of S-CARDS	Until Fulfillment of Entrustment	

Division in Charge	Entrusted Organization	Entrusted Tasks	Period of Collecting and Using the Personal Information	Others
			Goal or until the End of the Entrustment Agreement	
Division of Student Service	UbiveloX	Maintenance of S-CARD System	Until Fulfillment of Entrustment Goal or until the End of the Entrustment Agreement	
Office of Information Systems and Technology	Dongseo Information Systems	Maintenance of Office 365	Until Fulfillment of Entrustment Goal or until the End of the Entrustment Agreement	
Division of Campus Management	S-1 Corporation	Access Control and Management of Video Information of Integrated Security System	Until Fulfillment of Entrustment Goal or until the End of the Entrustment Agreement	
Office of Information Systems and Technology	Korea Mobile Certification	Personal Identification Service via Mobile Phones	200 Days	
Office of Information Systems and Technology	Spc Technology Inc.	Construction and Management of the Cloud Mail Service (G Suite)	Until Fulfillment of Entrustment Goal or until the End of the Entrustment Agreement	
Division of Student Service	BK Information System	Maintenance of Hand Vascular Pattern Recognition System for Technical Research Personnel at Graduate Schools	Until Fulfillment of Entrustment Goal or until the End of the Entrustment Agreement	
Office of Information Systems and Technology	Sure M	Text Sending Services	Until Fulfillment of Entrustment Goal or until the End of the Entrustment Agreement	