**Personal Information Collection and Usage Agreement**

In accordance with the article 15 of 「Personal Information Protection Act, ‘Handong University will be collecting and utilizing personal information as the following details.

■ The purpose of personal information collection and usage: Reference for type of admission, academic/career background, school register management, statistical record of applicants, and provision of undergraduate administration services and tasks

**■ Items of collected personal information**

Name, Date of birth, Current address, Telephone number, Phone number, E-mail address, Additional contact address, School information (Academic background/ school of applicant/ estimated date of graduation)

**■ Period of personal information maintenance and usage**

Once personal information maintenance period is no longer valid and personal information is no longer for use, personal information will be discarded.

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| Do you agree with Personal Information Collection and Usage?  ※ Make a decision whether or not you agree with the personal information collection and usage. Applicant will get limited access to some admission processes if digress.  **Agree ○ Disagree ○** |

**■** Items of collected unique identification information: Resident registration number, foreigner registration number, passport number

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| Do you agree with Unique Identification Collection and Usage?  ※ Make a decision whether or not you agree with the personal information collection and usage. Applicant may get limited access to some admission processes if disagrees.  **Agree ○ Disagree ○** |

**Agreement on Provision of Personal Information to Third Parties**

Handong Global University provides personal information to third parties in accordance with the information below.

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| **Recipient** | **Usage of Personal Information** | **Items of provided personal information** | **Period of maintenance and usage of collected personal information** | **Associated regulations for personal information maintenance and provision** |
| National Public Institution (National Tax Service, Korean Student Aid Foundation, Military Manpower Administration, etc.) | Year-end tax deduction, Scholarship/ tuition fee loan related tasks, letter of acceptance and visa granting, military service related affairs | Name of University, Name, Current address, Resident registration number, Cost of educational expenses, Scholarship records, Student ID/Examinee’s Number, Grades/general Information, Grade, Country of birth ,Date of birth, Gender, Passport Number, Nationality, E-mail address, Type of admission , Academic Background and records, Tuition fee payment deadline, academic background, photos | Until the task of institution is complete | -Income Tax Act Article 59-4 (Special Tax Credits)  Enforcement Decree of the Income Tax Act 216-3(Submission of Evidentiary Documents for Income Deduction and Tax Credits and Administrative Guidance therefor)  Rules on Tuition and entrance fees of schools  Article 3 (Exemption and Reduction of Tuition and Entrance Fees), act on the establishment, etc. of Korea Student Aid Foundation Article 49-5, Special Act on Income Contingent Loan Article 12(Applications for Loan and Recommendation)  **-**Immigration Act Article 19 -4 (Obligation to Report by Employers, etc. of Aliens), Enforcement Decree of the Immigration Act Article 24-8 (Reporting by Employers, etc. of Aliens), Article 101(Management of Sensitive Information and Personally Identifiable Information)  - Military Service Act, Enforcement Decree Act Enforcement Rules |
| Korean Council for University Education,  Korean Educational Development Institute | College entrance statistics for Higher Education in Korea institution, Statistical Survey for Higher Education, | Number of waitlisted freshman∙transfer students on (number of applicants and of enrolled students)  Number of enrolled students (students on roll, Student on leave of absence,Current number of foreign students, International exchange with other universities) , Graduation records chart of graduates, General information of student (Name, Date of birth, Nationality, Student’s examinee number, Admission Information, Enrollment records, Past enrollment records, Exchange records, Graduation records, Information of foreign student, Student ID, Name (Korean & English), Department, Current enrollment status, Gender, Nationality, Date of Birth, Alien Registration Number, Phone number, E-mail address, | Until the task of institution is complete | - Act On Special Cases Concerning The Disclosure Of Information By Education-related Institutions Article 6 (Information, etc. subject to Publication by Higher Educational Institutions)  - Statistical Survey of Ministry of Education ( Article 50 ) |
| University (accredited with Bachelor’s & Master’s Degree) | Academic records inquiry, Exchange of credits, Credit recognition inquiry | Name, Department, Number of degree, Student ID, Graduation date, Number of completed semesters ( completed courses and credits, name of professor in charge) | Until the task of institution is complete | Consent from information provider, |
| Financial Institution (IBK, HANA Bank, NONGHYUP) | Virtual account issuance for tuition fee payment, Payment confirmation, Student card issuance | College, Department, Course of completed program, Virtual account for payment, Student ID, Registration fee, Amount of scholarship, Name, Period of payment, Photos | Until the task of institution is complete | Higher Education Act Article 11 (Enrollment Fees and Enrollment Fee  Deliberation Committee, Enforcement Decree of Higher Education Act Article 4 (School Charter), Article 15 (Scope of and Standards for Recognition of Credits, etc.) |

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| Do you agree with Provision of Personal Information to third parties?  ※ Make a decision whether or not you agree with the provision of personal information to third parties. Applicant may get limited access to some admission processes if disagrees.  **Agree ○ Disagree ○** |

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Name **: (**Signature)