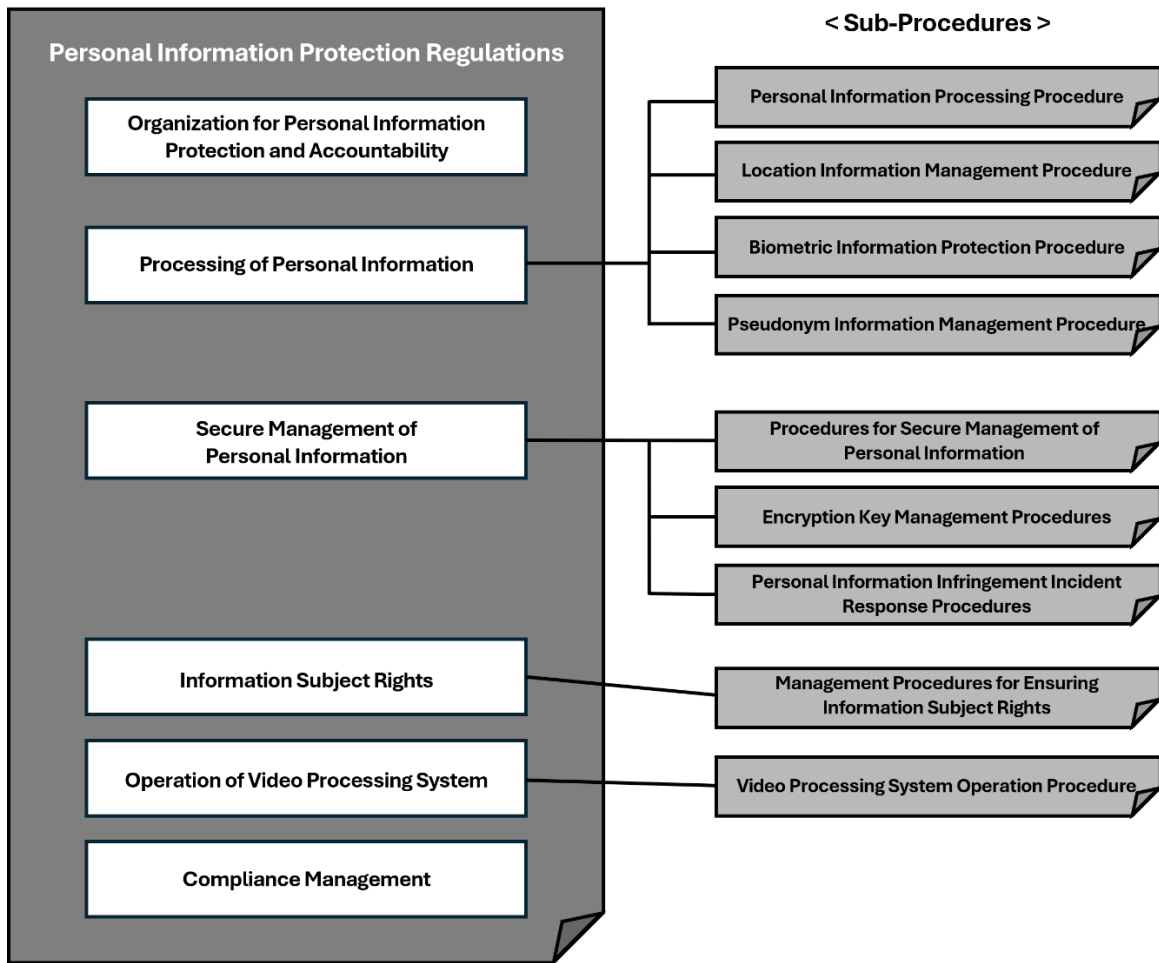


# Personal Information Protection Regulations

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**Department : Information Security Officer**

SK Innovation (hereinafter "SKI") has established regulations to ensure the secure protection of all personal information processed by SKI, including that of customers, employees, and employees of business partners, and to safeguard the rights of the information subjects. The Personal Information Protection Policy comprises the Personal Information Protection Regulations and nine sub-procedures, and it applies to all of SKI's workplaces, employees, and business partners engaged in SKI's operations. This policy reflects relevant laws, such as the Personal Information Protection Act and the Act on the Protection and Use of Location Information, and is periodically reviewed and updated to reflect changes in the legal environment.



[Figure] Diagram for the Personal Information Protection Regulations and sub-procedure relationship

### ◇ Organization for Personal Information Protection and Accountability

SKI appoints a Chief Privacy Officer (CPO), who in turn appoints a Privacy Manager and a Privacy Officer to form an organization responsible for personal information protection. This organization establishes an annual personal information protection plan and conducts regular inspections and improvements to ensure that personal information is handled securely and in accordance with SKI's policies.

### ◇ Processing of Personal Information

SKI stipulates in its Personal Information Protection Policy that personal information must be handled in compliance with applicable laws from the time of initial collection to destruction. Personal

information is collected only to the minimum extent necessary and in accordance with relevant laws and regulations, and it is not used beyond its intended purpose. If personal information is entrusted to a third party, SKI conducts regular training and inspections to ensure that the entrusted party handles the information securely. Personal information that has been used for its intended purpose is irretrievably destroyed. The requirements that employees must comply with at each stage of personal information processing are detailed in the "Personal Information Processing Procedure." Additionally, the requirements for handling location information, biometric information, and pseudonymized information at each stage are stipulated in the "Location Information Management Procedure," "Biometric Information Protection Procedure," and "Pseudonym Information Management Procedure," respectively.

#### ◇ **Secure Management of Personal Information**

SKI applies administrative, technical, and physical protection measures to prevent personal information from being leaked, altered, or otherwise compromised during storage and use. Personal information is only accessible to authorized handlers, and information specified by law, such as resident registration numbers, is encrypted and stored. Additionally, systems and PCs that process personal information are protected by security programs, and handlers who actually process personal information receive regular training. Detailed procedures for the safe management of personal information are stipulated in the "Procedures for Secure Management of Personal Information" and "Encryption Key Management Procedures." Furthermore, to respond to potential infringement incidents despite safe management, SKI has prepared the "Personal Information Infringement Incident Response Procedures," which outline the procedures and methods to follow in the event of an incident.

#### ◇ **Information Subject Rights**

SKI stipulates principles and procedures to ensure that the subjects of personal information processed by SKI can exercise their rights in accordance with relevant laws and regulations. Information subjects can exercise rights such as access, correction, deletion, and suspension of processing of their personal information. SKI informs information subjects of the status of their personal information once a year via email, SMS, etc., so that they are aware of the processing of their

personal information. The requirements and methods for exercising these rights, including request forms, are detailed in the "Management Procedures for Ensuring Information Subject Rights."

#### ◇ **Operation of Video Processing System**

SKI operates video processing systems for business purposes, such as CCTV and drones, and ensures that they are used only for purposes permitted by relevant laws and regulations, such as facility safety management. Additionally, the operation of these video processing systems is communicated to information subjects through information boards in the workplace and the privacy policy in the access system. To ensure the safe installation and operation of video processing systems, SKI has additionally stipulated the "Video Processing System Operation Procedure."

#### ◇ **Compliance Management**

SKI continuously conducts inspections to ensure that personal information protection is properly operated in accordance with SKI's policies and improves them, and the level of personal information protection is verified by external specialized organizations through domestic personal information protection management system certification (ISMS-P) and international personal information protection management system certification (ISO 27701) audits.