Department in charge	Information Security Team
Related Departments	Brand Communication Team, Talent Development Team
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Privacy Policy

(Website, Recruitment System)

September 2024

Seegene

Revision History

Version	Revision History	Date
1.0	Initial Draft	February 17, 2020
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3.0	Full Amendment	September 27, 2024

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Seegene	Privacy Policy (Website)

For the privacy policy applicable to citizens of the European Economic Area (EEA) and the United States of America, please click here.

Seegene Inc. (the "Company") operates its website (https://www.seegene.com/, the "Service") in compliance with the Personal Information Protection Act and related laws to lawfully process and securely manage personal information of Seegene employees and customers ("Users") while protecting their rights and freedoms. In accordance with Article 30 of the Personal Information Protection Act, the Company establishes and publishes this Privacy Policy to inform data subjects of the procedures and standards for personal information processing and to ensure that complaints related to personal information can be handled quickly and efficiently.

Article 1 (Purpose of Personal Information Processing)

The Company processes personal information for the following purposes. The collected personal information will not be used for purposes other than those stated below. If the purpose of use changes, the Company will obtain separate consent from the User and take necessary measures.

Category	Purpose of Collection/Use
Customer Inquiry	Responding to and processing customer inquiries - Products, symposiums, academic events, joint development, OEM partnerships, recruitment inquiries, and broadcasting
IR Inquiry	Responding to inquiries - Investor Relations, including investment inquiries, investment institutions, shareholders, etc.
Recruitment (seegene.recruiter.co.kr)	- Conducting recruitment processes and providing step-by-step guidance - Using personal information for reviewing potential candidates in the talent pool (upon consent) - Handling inquiries and notifying results - Utilizing information of successful candidates for assignment and internal HR management

The Company may use or provide personal information to third parties without additional consent if it is reasonably related to the original purpose of collection, in accordance with applicable laws, provided that such use or provision does not unfairly infringe upon the User's interests, is reasonably predictable, and is accompanied by appropriate security measures such as encryption.

Article 2 (Processing and Retention Period of Personal Data)

The Company, in principle, retains personal information only for the period agreed upon by the User. Once the purpose of collection is achieved or membership is withdrawn, personal information will be promptly destroyed. However, information may be retained for a certain period as required by law or company policy.

Purpose of Processing	Retention Period
Customer & IR Inquiry	1 year from the date of inquiry registration
Recruitment	Job applicants not hired (including those rejected): 3 years after completion of the recruitment process Job applicants: 3 years from the date of application Talent pool registrations: 3 years from the date of registration

Article 3 (Categories of Personal Data Processed)

The Company collects only the minimum personal information necessary to provide its services.

Collected items are as follows:

Category	Items of Personal Information
Customer & IR Inquiry	[Required] Country, Name, Email, Job Title, Contact Information, Company Information
Recruitment	[Required] Basic Information: Name, mobile number, email address, position applied for, gender, date of birth, English name, expected salary, previous salary, application source Personal Details: Photo, nationality, address, disability status, veterans status, military service information Education: High school, university Others: Personal statement / cover letter
	[Optional] Basic Information: Available start date, referral Education: Graduate school Work Experience: Previous employment, experience and CV, portfolio uploads, work experience documentation Languages / Certifications / Others: Official language tests, overseas experience, certifications, computer skills, awards, completed trainings, extracurricular activities, volunteer work
	In accordance with the Fair Hiring Procedures Act (Article 4-3), the Company does not request or collect information unrelated to job performance, including the following: - Physical characteristics of the applicant, such as appearance, height, and weight - Applicant's place of origin, marital status, and assets - Education, occupation, and assets of the applicant's immediate family and siblings

Article 4 (Processing of Personal Data of Children under the Age of 14)

The Company, in principle, does not collect personal information from users under the age of 14. If collection is unavoidable for service use, prior consent will be obtained from the child's legal guardian. Collected information will be securely managed during the process and promptly destroyed upon completion of the relevant task.

Article 5 (Provision of Personal Data to Third Parties)

The Company does not provide users' personal information to external parties in principle. Exceptions include:

- When required by law or requested by investigative authorities according to prescribed procedures.
- When necessary for billing and payment of paid services.
- When anonymized data is provided for statistical analysis, academic research, or market research purposes.
- When the user has given prior consent.

Article 6 (Outsourcing of Personal Data Processing)

The Company outsources certain tasks necessary for service provision to external contractors as listed below while exercising appropriate oversight to ensure that these contractors comply with relevant laws and regulations.

[Domestic]

Contractor	Outsourced Task
Microsoft Korea	Public Cloud (Azure) services for website system operation
Cloukers Co., Ltd.	System operation and maintenance for service provision
Midasin Co., Ltd.	Management of recruitment and recruitment website (https://seegene.recruiter.co.kr)

[Overseas]

The Company does not transfer or outsource the processing of personal information overseas.

Article 7 (Procedures and Methods for Disposal of Personal Data)

The Company promptly destroys personal information when the reason for its retention no longer exists, such as membership withdrawal, expiration of the retention period, or achievement of the processing purpose. If retention is required by law or company policy, the information will be stored according to Article 2 and then destroyed. The procedures and methods for the destruction of personal data are as follow.

[Destruction Procedures]

The Company promptly destroys personal data when the reason for destruction arises.

[Destruction Methods]

The Company destroys personal data recorded or stored in electronic file format in a way that prevents its reproduction. Personal data recorded or stored in paper documents is destroyed by shredding or incineration.

Article 8 (Rights and Obligations of Data Subjects and Legal Representatives, and How to Exercise Them)

① Data subjects may exercise their rights at any time to access, correct, delete, suspend processing, withdraw consent, refuse or request explanation for automated decisions regarding their personal data.

※ For children under the age of 14, such rights must be exercised by their legal representatives. For minors aged 14 or older, the data subject may exercise these rights either by the minor themselves or through a legal representative.

② Rights may be exercised by submitting a request to the Company via written correspondence, email, or fax in accordance with Article 41, Paragraph 1 of the Enforcement Decree of the Personal Information Protection Act, and the Company will take prompt action.

③ Data subjects may also exercise their rights through a legal representative or an authorized agent. In this case, a power of attorney in the form prescribed in Appendix 11 of the Notification on Personal Information Processing Methods (No. 2020-7) must be submitted.

④ Requests for access or suspension of processing may be restricted in accordance with Articles 35(4) and 37(2) of the Personal Information Protection Act.

⑤ If other laws specify that certain personal data must be collected, deletion requests for such data cannot be granted.

⑥ If the data subject has consented to automated decisions or has been informed in advance through a contract, or if the law explicitly allows it, the data subject cannot refuse automated decisions but may request an explanation or review.

Requests for refusal or explanation may be denied if there is a legitimate reason, such as potential harm to the life, body, property, or other interests of another person.

⑦ The Company verifies whether the person making a request for access, correction or deletion, suspension of processing, or refusal/explanation of automated decisions is the data subject themselves or a duly authorized representative.

Article 9 (Measures to Ensure the Security of Personal Data)

The company makes the following efforts to protect users' valuable personal information.

[Administrative Measures]

- Respond promptly to legal and regulatory changes and enhance management standards
- Establish policies and guidelines and provide regular training for employees on information security and privacy.
- Limit personnel handling personal information to the minimum necessary.

[Technical Measures]

- Access control for systems processing personal information (individual accounts, password management, minimal privileges, monitoring access logs).
- Encryption of personal information during transmission and storage; passwords stored with one-way encryption.
- Protect against hacking and malware with antivirus software, intrusion detection, and 24-hour monitoring.
- Continuously update protection measures based on emerging security threats and technologies.

[Physical Measures]

- Restricted and controlled access to data centers and document storage rooms.

Article 10 (Installation, Use, and Refusal of Automated Data Collection Devices)

The Company uses cookies, which store and periodically retrieve user information, to provide personalized services to users. Cookies are small pieces of information sent from a web server (http) to a user's computer browser and may be stored on the user's PC hard drive or mobile device.

1. Purpose of Using Cookies: Cookies are used to provide and improve services, generate statistics, and analyze user behavior.
2. Installation, Use, and Refusal of Cookies: Data subjects can allow or block cookies through their web browser settings. However, refusing cookies may limit the ability to use personalized services.

Methods to Block or Manage Cookies

Users have the option to manage cookie installation. Therefore, users can opt out of automated cookie data collection using the methods outlined below.

* Browser-specific Cookie Settings

[Internet Explorer]

1) Click the "Tools" menu > "Internet Options"

2) Go to the "Privacy" tab > click "Advanced"
3) Under "Cookies" > check "Allow" for the current site
4) Under "Cookies" > check "Always allow session cookies"
5) Click "OK"

[Edge]

1) Click the browser "Settings" > "Cookies and Site Permissions"
2) Click "Manage and delete cookies and site data"
3) Enable "Allow sites to save and read cookie data (recommended)"

[Chrome]

1) Go to "Settings" > "Privacy and Security"
2) Click "Cookies and other site data"
3) Enable "Allow all cookies"

[Chrome (Android)]

1) Open Chrome app > "Settings" > "Site Settings"
2) Click "Cookies" > Enable "Allow cookies"

[Samsung Internet (Android)]

1) Open Samsung Internet app > "Settings" > "Sites and Downloads
2) Click "Site Permissions"
3) Enable "Allow all cookies"

[Safari (iOS)]

1) Open iPhone "Settings" > "Safari"
2) Disable "Block All Cookies"

※ To opt-out of Google Analytics tracking, install the browser add-on:
https://tools.google.com/dlpage/gaoptout

Article 11 (Collection and Use of Behavioral Information by Third Parties through Automated Data Collection Devices, and Refusal)

The Company may allow third-party tools such as Google Analytics to collect anonymized behavioral information to provide optimized services and online advertisements. Behavioral information refers to online user activity data that can be used to identify and analyze a user's interests, preferences, and tendencies, such as website visit history, app usage history, and purchase and search history.

The Company collects only the minimum behavioral information necessary to provide optimized personalized services, benefits, and online targeted advertising, and does not collect sensitive behavioral information that could significantly infringe on an individual's rights or privacy, such as beliefs, ideology, family or kinship relationships, educational or medical background, or other social activity history.

① **Items of Behavioral Information Collected**

Page visit records, number of visitors, session duration, page views, visitor ID

② **Methods of Collecting Behavioral Information**

When accessing the Company's website, user behavioral information is collected through the web log analysis tool Google Analytics.

③ **Purpose of Collecting Behavioral Information**

To provide and improve services

For statistical analysis and user behavior analysis

④ **Retention and Use Period of Behavioral Information and Subsequent Processing**

Behavioral information is deleted without delay upon expiration of the retention period.

- Google Analytics (Google LLC) / Retained for a maximum of 13 months from the date of collection

⑤ **Exercising User Control Rights (Right to Refuse Consent)**

Users can block or allow personalized advertising by changing their browser cookie settings. However, modifying cookie settings may limit the use of certain services, such as automatic login.

*** Methods to Block Cookies by Browser:**

[Chrome]

- Click the "□" icon at the top right, then select "Settings."
- On the left side, click "Privacy and Security," then select "Clear browsing data" to choose whether to delete browsing data.
- In the same "Privacy and Security" section, click "Third-party cookies" and select whether to block them.

[Edge]

- Click the "..." icon at the top right, then select "Settings."
- On the left, click "Privacy, Search, and Services," then select the level of "Tracking prevention."
- Optionally enable "Always use strict tracking prevention in InPrivate."

Users can also block or allow personalized advertising on mobile devices:

· **Mobile Device Advertising Identifier Settings**

(1) Android: Settings → Security & Privacy → Privacy → Other Privacy Settings → Ads → Reset or Delete Advertising ID

(2) iPhone: Settings → Privacy & Security → Tracking → Disable "Allow Apps to Request to Track"

※ *The menu options may vary depending on the mobile OS version.*

Article 12. (Personal Information Protection Officer, Responsible Department, and Complaint Handling Department)

The Company designates a Personal Information Protection Officer to handle all inquiries, complaints, and remedies related to personal information arising from the use of services. The Company strives to respond promptly and sufficiently to users' concerns.

[Personal Information Protection Officer]

Name/Position: Dongheon Shin, Manager

Email: dataprotection@seegene.com

[Personal Information Protection Department]

Department: Information Security Team

Email: dataprotection@seegene.com

[Personal Information Access Requests Department]

Seegene Official Website (https://www.seegene.co.kr/)

Department: Brand Communication Team

Email: D547108253@seegene.com

Recruitment System (https://seegene.recruiter.co.kr/)

Department: Talent Development Team

Email: D656533340@seegene.com

Article 13. (Remedies for Infringement of Data Subject Rights)

Users may apply for dispute resolution or consultation through the Personal Information Dispute Mediation Committee, KISA Personal Information Infringement Report Center, or other relevant institutions.

Contact Information

1. Personal Information Dispute Mediation Committee: 1833-6972 (https://www.kopico.go.kr)
2. Personal Information Infringement Report Center: 118 (https://privacy.kisa.or.kr)
3. Supreme Prosecutors' Office: 1301 (https://www.spo.go.kr)
4. National Police Agency: 182 (https://ecrm.cyber.go.kr)

Under Articles 35–37 of the Personal Information Protection Act, users whose rights or interests are infringed by a disposition or omissions of a public institution may file an administrative appeal with the Central Administrative Appeals Commission: 110 (https://www.simpan.go.kr)

Article 14. (Changes to the Personal Information Processing Policy)

The Company may amend the Privacy Policy to reflect legal or service changes.

When changes occur, the Company posts the amended policy, which takes effect 7 days after posting.

If significant changes occur (e.g., collection items or purpose of use), users will be notified at least 30 days in advance.

Amendment Date of Privacy Policy: September 27, 2024