

Privacy Policy

Private information handled at Seoul Han Young University (SHYU) is collected, possessed and processed on the basis of relevant laws as well as an agreement with the information owner. With the Privacy Protection Act for Public Organizations that provides a general foundation in dealing with individuals' privacy. SHYU shall observe the law to collect, possess and process private data in the manner of conducting public affairs faithfully and preserving the rights of people.

SHYU also shall lawfully respects people's rights including the right to request to view and make corrections to their private information retained by SHYU. People are entitled to file an administrative lawsuit in accordance with the Administrative Judgment Law. If there is any infringement of their legal rights.

The Policy contains two parts: the Privacy for Website Users which intends to protect private data handled over all websites operated by SHYU and the Computerized Private Data which is necessary for SHYU to implement its missions and tasks.

I. Privacy Protection over SHYU Websites

This section explains how privacy policy works over websites operated by SHYU ("SHYU Website"). The following apply to SHYU Website.

- Auto-collected and saved private information. When you access any SHYU Website the following information may be automatically collected and saved: The user's Internet address, browser type and OS; The addresses of pages visited by the user within the website; the times of visits and others.

Please note that such auto-collected information may be used to provide statistics to improve the content and services of the Websites, facilitate communication with users and respond to security events and that such information may be submitted to law enforcement according to legislation or regulation.

- Data collected through e-mails and web forms Users are eligible to express their opinions via mail, phone or electronic measures such as an online posting. When you choose one of these methods please remember that: Users other than you can view your online feedback; that may be shared with others based on related laws or used to execute regulations and develop policies.

Your opinions may be disclosed or provided to other organizations, if necessary. Despite our concerted efforts to manage and control the security of the Websites please use caution when including any sensitive information in your online feedback.

- Security measures available on the Websites In order to offer uninterrupted security and online service SHYU monitors network traffic and runs many programs to detect any outside disturbances such as any illegal modification of content.

- Web page links: When you are transferred to an external website or page after clicking on a link or banner on one of the Websites please ensure that you view the privacy policy of the destination. Since you are no longer subject to our Privacy Policy.

- Access to others' private information while using the Websites on all of the Websites. You must not obtain any personally identifiable information of others including email addresses. Anyone who viewed or was offered such information through an illegal manner shall be punished in observance with Article 23 (Penalty) of the Privacy Protection Act for Public Organizations.

- Report of privacy violation. If you have found a confirmed or possible violation that private information has been disclosed to the public while using the Websites. Please report the case to us using one of the options below:

▷ Privacy Protection Office of SHYU: Jung Jae Wook, - Phone: 02-2669-2321 / Fax: 02-2669-2323

- Address: Privacy Protection Office, SHYU Office of ITS, 290-42 Gyungin-ro Guro-gu Seoul 08274

II. Computerized Private Data

- Collection and Retention of Private Data SHYU collects and retains private data based solely on lawful regulations and agreement by the owner.

Private data collected and retained by SHYU

Items to be retained

Student name, student number, personal identification number, Position, department, mail address, phone number, e-mail, registration status, enrollment/disenrollment status, book transactions (loans, returns, late returns, reservations), and late fee payment status.

SHYU is fully committed to protecting individual privacy by processing personal information in observance with relevant laws.

- Limits to the supply of and access to private information. In contrast to general administrative information, personal data collected and retained by SHYU is strictly limited in its usage and supply. In regard to such information. Article 10 of the Privacy Protection Act for Public Organizations stipulates that:

Private information files shall not be provided for purposes other than mentioned herein with the exception that they are lawfully allowed to be used and offered by insiders and outsiders of the organization according to other legal foundations. Despite the provisions aforementioned. Private files may be used and provided to other organizations against its original purpose of retention when: (with the exception of when the rights of the owners of the information and the rights of the third parties may be exposed to any unfair treatment and infringement.)

The owner of the information provides approval or the information is offered to the owner but no other people; A task required by another law cannot be completed and deliberation was made by the privacy protection committee under Article 20; The information needs to be submitted to a foreign government or international organization in order to observe treaties and other international agreements; The information needs to be supplied for statistical and academic research in a personally unidentifiable form; The information owner and his/her legal proxy are incapacitated or not able to provide his/her approval, because of reasons including an invalid address and it is regarded as clearly beneficial for the information owner to enable others to use and have access to the info; The information is required for law enforcement to conduct criminal investigations and issue or maintain indictments; The information is required for a court to process its trial issues.

SHYU respects the rights of information owners when categorizing private information for internal use.

Only acceptable to disclose to third parties, or acceptable to publish online.

- Request to view and correct private information

SHYU allows information owners to request to view and make corrections to their private

information files in accordance with the Privacy Protection Act (or other relevant laws, if applicable). However, under its Article 13 exceptions can be made if: Approval of the request could bring encumbrance to executing affairs including Taxation and tax returns; Performance evaluation or student selections at schools of the Elementary and Junior High School Education Law and the Higher Education Law and extension education facilities of the Extension Education Law; Tasks in relation to academic performance and employment tests, qualification screening and the calculation, evaluation or determination of compensation payment; Audit and investigation under other laws; Other tasks designated by the Presidential Decree.

- Remedy for infringement Anyone whose rights and benefits were infringed on by an information holder's improper actions or nonperformance regarding a request made under Article 12, Clause 1 (Access to Information) and Article 14, Clause 1 (Correction and Deletion of Info) of the Privacy Protection Act for Public Organizations is entitled to file an administrative lawsuit according to the Administrative Judgment Law.

※ To see details of the Administrative Judgment Law, → Go to <http://www.acrc.go.kr> and then click on “Administrative Judgment Consultation.”

Phone numbers for Administrative Judgment Committees (See also the website of the Ministry of Government Legislation)

Phone numbers of Administrative Judgment Committees (AJC)	
Seoul AJC 02-731-6157, 6557	Gangwon Province AJC 033-249-2132, 2478
Busan AJC 051-888-2212	Northern Choongcheong Province AJC 043-220-2321~4
Daegu AJC 053-429-2137	Southern Choongcheong Province AJC 042-251-2133
Inchon AJC 032-440-2292	Northern Jeolla Province AJC 063-280-2132
Gwangju AJC 062-606-2132	Southern Jeolla Province AJC 062-607-2131
Daejeon AJC 042-600-2152	Northern Gyeongsang Province AJC 053-429-2137
Ulsan AJC (053) 229-2132	Southern Gyeongsang Province AJC 055-279-2133
Jeju Province AJC 064-710-2272	Gyeonggi Province AJC 031-249-2132, 2881

SHYU is determined to faithfully and lawfully use any personal information it collects to conduct necessary tasks in observance of relevant regulations and the agreement of information owners.