

<Personal Data Handling Policy>

At Idemitsu Kosan Co., Ltd., we strive to do our best for personal data protection of the users who access our site, (<https://www.idemitsu.com/en/business/denzai/el/korea.html>) and complies with the applicable provisions as prescribed in the Personal Data Protection Act. To provide users with guidance of the processing procedures and standards as well as to deal with any related difficulties quickly and smoothly, we establish and disclose the Personal Data Handling Policy as follows, pursuant to the Personal Data Protection Act, Article 30.

1. Personal Data Item Collection, Method and Purpose

We may collect and use the personal data as below, but not use that other than the following purpose. When the purpose is changed, we will take necessary measures, such as obtaining a separate consent.

Section	Item	Method	Purpose
Website use	Cookie, IP, Visit time, User's usage history	Automatic creation and collection at the time of user access to the site	<ul style="list-style-type: none">For statistics and traffic analysis for use of this siteFor user experience improvement

2. Personal Data Overseas Handling Notice

The Company is located in Japan, where the personal data of users is being handled.

3. Personal Data Disclosure to Third Parties

Basically, we do not disclose your personal data collected through our website to third parties. However, exceptions can be applied that if it is pursuant to any provisions of decrees, or if there are any requests for the purpose of investigation and inspection from investigative agencies and supervisory authorities in accordance with the procedures and methods prescribed in decrees and regulations.

4. Personal Data Retention and Period of Use

The Company may retain and use the personal data only within the period of retention as prescribed by relevant law, or until the agreed retention and period of using personal data collected from users. In accordance with 「Article 41 (1) of the Enforcement Decree of the Communications Secret Protection Act」, the Company shall retain communication fact-check materials (Cookie) including computer communication, Internet log records, and accessed IP address tracking data for three months.

5. Personal Data Destruction Procedures and Methods

Generally, personal data of users shall be discarded immediately when the handling purpose is attained. However, information that must be retained under other decrees shall be destroyed after separate storage for a period prescribed by law, and the procedure and method of destruction are as follows.

- ① Destruction procedures: When the purpose of using personal data is attained, based on the internal compliance policy and relevant law for the private information protection issue (refer to "Personal Data Retention and Period of Use" in paragraph 4), it will be retained and discarded for a certain period of time.
- ② Destruction methods: The Company collects personal data in the form of electronic files, and discard the details in a technical way that cannot be recovered.

6. Rights and Obligations of Data Subject and How to Exercise

- ① Users can exercise privacy rights related to personal data protection at any time, requesting to view, correct, delete, or suspend personal data handling.
- ② The exercise of the rights under paragraph 1 against the Company can be executed in writing, e-mail, or image transmission (FAX) in accordance with the 「Personal Data Protection Committee's Personal Data Protection Guidelines: appendix Form 1」, and we will take necessary actions without delay.
- ③ When a user requests correction or deletion of an error in the personal data, etc., the Company will not use or provide the personal data until correction or deletion of the personal data is completed unless there are special circumstances.
- ④ The execution of the privacy rights under paragraph (1) can be made through the user's legal representative,

a person who has been delegated, etc., and in such cases, a power of attorney under appendix Form 2 shall be submitted pursuant to the 「Personal Data Protection Committee's Personal Data Protection Guidelines: appendix Form 1」.

7. Personal Data Matters concerning the installation, operation, and refusal of automatic collection devices

1) Definition of 「Cookie」

It is a tiny text file that the server transmits to the user's web browser for the operation of this site, and that is stored in the user's main memory. The user cannot be identified unless the user inputs personal data. When users access this site, the site of the Company reads the contents of 「Cookie」 in the user's web browser, which allows to provide the service without additional input such as the address of this site upon access by obtaining additional information of the user on the user's access device, 「Cookie」 can identify the user's access device, but does not individually identify the user.

2) Purpose of 「Cookie」

User experience improvement on the website of the Company, statistics and traffic analysis on use of this site

3) Refusal on the 「Cookie」 settings

- ① Users can choose options related to the cookie installation, which means they can allow all 「Cookie」 through the Web browser's option settings, or they can review 「Cookie」 for all saves, or they can reject saving 「Cookie」 altogether.
- ② How to specify whether to allow the 「Cookie」 setting is as follows.
 - Microsoft Edge: Settings → Cookie and Site Permissions → Cookie Settings
 - Safari : Preferences → 'Prevent Cross Site Tracking' and 'Block All Cookies'
 - Google Chrome : Top right menu (3 dots) → Settings → Privacy Protection and Security → Cookie and other site data → Settings
- ③ If you reject the 「Cookie」 setting, some services may be difficult to use.

8. Measures for Safety Protection of Personal Data

In accordance with 「Article 29 of the Personal Data Protection Act」, the Company take the following technical, administrative, and physical measures necessary to ensure safety through our parent Company operating this site as described in the below.

- ① Technical measures: Technical protection measures includes management of access rights to personal data processing systems, installation of access control systems, measures to prevent forgery or falsification of access records, security measures using encryption technology, installation of security programs, etc.
- ② Management measures: Establishment and implementation of internal management plans, regular personal data protection training for employees, etc.
- ③ Physical measures: Control of personal data location access involving electronic data room and data storage site, etc.

9. Contact for Inquires on Personal Data Protection Issues and Questions

Section	Contact
Personal Data protection officer in charge	<ul style="list-style-type: none">▪ Dept. in charge: Administration Group, Human Resources & General Affairs Team▪ Tel. no. : 031-954-9676▪ E-mail : hr_kr@idemitsu.com
Government agencies	<ul style="list-style-type: none">▪ Personal Data Infringement Reporting Center : 118 direct, http://privacy.kisa.or.kr▪ Supreme Prosecutors' Office, Cyber Investigation Division : 1301 direct, http://www.spo.go.kr▪ National Police Agency, Cyber Safety Guard : 182 direct, http://www.police.go.kr

10. Date of Enactment/Revision of This policy

If this policy is added, deleted, or modified in accordance with a revision in decrees, policies, or security technologies, we will post a notice for an update on this website at least 7 days in advance of implementing policy, with the reason and content.

- Enacted on : 2024. 4. 1