**Personal Information Collection and Usage Agreement**

**for UNIST Faculty Appointments**

Please check and verify the personal information collection and usage agreement for UNIST faculty appointments.

▶ Regarding collection/possession of personal information[Essential Items]

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| --- | --- | --- |
| **Collected Items** | **Purpose of Collection** | **Possession ·**  **Usage Period** |
| **Essential information:**  name, registration standards, nationality, education/career backgrounds, research achievements, address, e-mail address, personal bank account information(bank name, account number, account holder), other pertinent information (recommendation letters, et al.) | Management of employment contract endorsements (recruitment procedures), verifying career backgrounds or eligibility, listing successful candidates, verifying backgrounds, settling disputes, performing legal obligations, et al. | The cited personal information is retained and used for the appointment of UNIST faculty from the day of agreement for collection until the end of recruitment procedure. However, after completion of the recruitment procedure, it will be held and used for employment contract maintenance, complaint handling, dispute resolution and fulfillment of legal obligations. Your personal information will be safely deleted without any delay with reference to the relevant regulations when requested via email. |

※ Applicants have the right to withhold any above personal information necessary for the appointment of UNIST faculty. However, this may negatively impact application screening results.

I agree to the collection and use of above essential personal information.

□ Agree □ Decline

**▶ Agreement on collection and usage of unique identification information**

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| --- | --- | --- |
| **Collected Items** | **Purpose of Collection** | **Possession ·**  **Usage Period** |
| **Passport Number, Foreigner Registration Number** | Management of incumbents | Contract period or until year-end tax settlement after retirement |

※ Applicants have the right to withhold any above unique identification information necessary. However, this may negatively impact application screening results for any appointments on the UNIST faculty.

I agree to the collection and use of unique identification information (i.e. social security number).

□ Agree □ Decline

**▶ Agreement on collection and usage of sensitive information**

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| --- | --- | --- |
| **Collected Items** | **Purpose of Collection** | **Possession ·**  **Usage Period** |
| **Physical examination results, sexual crime background/records check** | Investigating any reasons for disqualification | Until the investigation of any reason for disqualification has been completed |

※ Applicants have the right to withhold any above sensitive information necessary. However, this may negatively impact application screening results for any appointments on the UNIST faculty.

I agree to the collection and use of the above sensitive information (i.e. criminal records).

□ Agree □ Decline

**▶ Agreement to provide personal information to third parties**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institutions** | **Purpose of Collection** | **Collected Items** | **Possession ·**  **Usage Period** |
| **Police stations or public offices** | Investigating reasons for disqualification or sexual crime records | Name, **social security number**, address, registration standards | Until investigation for disqualification has been completed |

※ Applicants have the right to withhold any above sensitive information necessary. However, this may negatively impact application screening results for any appointments on the UNIST faculty .

I agree to the collection and use of the above collection and usage of personal information.

□ Agree □ Decline

**▶ References to usage in Social Security Number**

* Article 27(Mandatory Description of Wage Ledger), Enforcement Decree of the Labor Standards Act
* Article 59-2(Processing of Sensitive Information and Personally Identifiable Information)
* Article 23-2(Computerization of Personnel Management), Educational Officials Act
* Article 36(Background Check), Security Operation Rule
* Article 46(Processing of unique identification information), Security Operation Rule
* Article 68(Handling of Sensitive Information and Personally Identifiable Information), Enforcement Decree of the Framework Act on National Taxes
* Article 145(Timing and Methods for Withholding Tax from Other Income and Issuance of Withholding Tax Receipt), Income Tax Act
* Article 193(Delivery of Withholding Tax Receipts), Enforcement Decree of the Income Tax Act
* Article 81(Management of Sensitive Information and Personally Identifiable Information), Enforcement Decree of the National Health Insurance Act
* Article 97(Processing of Sensitive Information and Personally Identifiable Information), Enforcement Decree of Pension for Private School Teachers and Staff Act
* Article 113-2(Processing for Sensitive Information and Personally Identifiable Information), Enforcement Decree of the National Pension Act

I verify the above content. □ Confirm

Name: (Signature)

(Below 14 year-old) Name of Legal Guardian: (Signature)