

# Application for Visitor



## 1. Company Profile

Company Name			
Representative Name		Company Website	
Company Phone Number		Company E-mail	
Company Address			
Brief Description of the Product			
Partner Company in Korea *if any			

## 2. Person in Charge

Name		Position	
Phone Number		E-mail	

## 3. Purpose of Visit

1) Industry of your company (Please select one only)

- |   |   |
|---|---|
| <input type="checkbox"/> Military           | <input type="checkbox"/> Government Officials and Public Institutions |
| <input type="checkbox"/> Related Agencies   | <input type="checkbox"/> Manufacturing                                |
| <input type="checkbox"/> Defense Industry   | <input type="checkbox"/> Trading Industry                             |
| <input type="checkbox"/> Press & Publishing | <input type="checkbox"/> Other _____                                  |

2) Purpose of your visit (Multiple Options)

- |   |   |
|---|---|
| <input type="checkbox"/> Gathering Industry Information | <input type="checkbox"/> Seeking Business Partner |
| <input type="checkbox"/> Procurement                    | <input type="checkbox"/> General Consultation     |
| <input type="checkbox"/> General Viewing                | <input type="checkbox"/> Other _____              |

3) Area of interest (Multiple Options)

- |   |  |
|---|--|
| <input type="checkbox"/> Defense Equipment      | <input type="checkbox"/> Information and Communication |
| <input type="checkbox"/> Machinery & Automation | <input type="checkbox"/> Security Equipment            |
| <input type="checkbox"/> Safety Equipment       | <input type="checkbox"/> New Materials & Other         |

4) How did you know about InLEX (Please select one only)

- |   |   |
|---|---|
| <input type="checkbox"/> Internet                 | <input type="checkbox"/> Advertisements                     |
| <input type="checkbox"/> Newsletter               | <input type="checkbox"/> Related Agencies and Organizations |
| <input type="checkbox"/> Promotions & Invitations | <input type="checkbox"/> Military                           |
| <input type="checkbox"/> Business Partners        | <input type="checkbox"/> Other _____                        |

The undersigned is authorized to enter into agreements on behalf of the Visitor. The undersigned declares that this Application for Visitor, together with the Privacy Policy, are an integral part of the agreement and the contractual relationship between Defense MICE Institution and the above-mentioned Visitor.

**Date :** \_\_\_\_\_ **Name :** \_\_\_\_\_ **Signature :** \_\_\_\_\_

# Privacy Policy



The Defense MICE Research Institute, in accordance with Article 30 of the Personal Information Protection Act, establishes and operates a privacy policy to protect the personal information of data subjects and to promptly and smoothly address related grievances.

## Article 1. Purpose of the Personal Information Processing

The Defense MICE Research Institute collects personal information for the following purposes. The collected personal information shall not be used for purposes other than the following, and if the purpose of use changes, necessary measures shall be taken, such as obtaining separate consent in accordance with Article 18 of the Personal Information Protection Act.

### 1. Website Membership Registration and Management

The collected personal information for the purpose of confirming membership registration intentions, verifying and authenticating individuals for membership services, and maintaining and managing membership qualifications.

### 2. Provision of Goods or Services

The collected personal information for the purpose of providing services, sending contracts and invoices, and processing payments and settlements.

### 3. Utilization for Marketing and Advertising

The collected personal information for the purpose of providing new services and customized services, providing event and advertising information and participation opportunities, and for advertising purposes. Additionally, we may contact data subjects using the provided personal information for promoting goods or services.

### 4. Collection Items and Status of Personal Information

Required Items: Login ID, Company Name, Company Phone Number, Representative Name, Representative Phone Number, Representative Email, Company Address, Contact Person Name, Contact Person Phone Number, Contact Person Email, Business Type, Business Industry

Optional Items: Fax, Website

Basis for Retention: Agreement to the Privacy Policy upon Membership Registration (Personal Information Marketing Utilization: 5 years)

## Article 2. Retention Period of Personal Information

1. The Defense MICE Research Institute collects and retains personal information within the period specified in accordance with the law or within the period agreed upon by the data subject at the time of collecting personal information.

2. Personal information related to website membership registration and management is retained and used for the purpose stated above for up to 5 years from the date of consent for collection and use.

- Basis for retention: Records of contracts or subscription withdrawals, payment of fees, supply of goods, etc.

- Relevant laws:

- 1) Records related to display/advertisement: 6 months
- 2) Records related to contracts or subscription withdrawals: 5 years
- 3) Records related to payment and supply of goods: 5 years
- 4) Records related to consumer complaints or dispute resolution: 3 years
- 5) Records related to display/advertisement: 6 months
- 6) Records related to contracts or subscription withdrawals, payment of fees, supply of goods: 5 years
- 7) Records related to consumer complaints or dispute resolution: 3 years

## Article 3. Provision of Personal Information to Third Parties

1. The Defense MICE Research Institute processes personal information only within the scope specified in Article 1 (Purpose of Personal Information Processing), and may provide personal information to third parties only with the consent of the data subject or in cases falling under Article 17 of the Personal Information Protection Act, such as special provisions of the law for protection of personal information.

2. The Defense MICE Research Institute may provide personal information to third parties as follows:

- Recipients of personal information: Association of Korea Exhibition Industry, Korea Tourism Organization

1) Purpose of use of personal information by the recipients : Providing event-related information to the Association of Korea Exhibition Industry/Korea Tourism Organization

2) Items of personal information provided: ID, Name, Mobile phone number, Email, Company name (group), Region

## Article 4. Outsourcing of Personal Information Processing

1. The Defense MICE Research Institute entrusts personal information processing tasks as follows for smooth operation:

- (Principal): Defense MICE Research Institute (Agent): Webmaker21 Co., Ltd.

- Content of the entrusted tasks: Management of the InLEX KOREA website

- Duration of the outsourcing: Until the termination of the outsourcing contract

2. When entering into an outsourcing contract, The Defense MICE Research Institute specifies in writing in the contract or other documents matters such as prohibition of personal information processing beyond the purpose of performance of the entrusted tasks, technical and managerial protective measures, restrictions on re-entrustment, management and supervision of the agent, and liability for damages in accordance with Article 26 of the Personal Information Protection Act, and supervises whether the agent handles personal information safely.

3. If there is a change in the content of the outsourced tasks or the agent, it shall be promptly disclosed through this Privacy Policy.

## Article 5. Rights and Obligations of Subject of Information and Methods of Exercise

1. Subject of information may exercise the following rights regarding personal information protection against the Defense MICE Research Institute at any time:

- Request for access to personal information

- Request for correction if there are errors

- Request for deletion

- Request for suspension of processing

2. The exercise of rights under paragraph 1 may be made to the Defense MICE Research Institute in writing, by telephone, by electronic mail, or by facsimile transmission (FAX), and the Defense MICE Research Institute will take prompt measures in response.

3. If a subject of information requests correction or deletion of personal information due to errors, etc., the Defense MICE Research Institute shall not use or provide the personal information until the correction or deletion is completed.

## Article 6. Destruction of Personal Information

1. The Defense MICE Research Institute promptly destroys personal information when it becomes unnecessary due to the expiration of the retention period for personal information or the achievement of the purpose of processing.

2. If personal information must be retained pursuant to other laws despite the expiration of the retention period agreed upon by the data subject, or the achievement of the processing purpose, the Defense MICE Research Institute shall transfer the personal information to a separate database or store it in a different location.

3. The procedure and method of personal information destruction are as follows:

- Destruction procedure: The Defense MICE Research Institute immediately destroys personal information when the reason for destruction arises.

- Destruction method: Personal information recorded or stored in electronic file format is destroyed using methods such as DB data deletion to ensure that the records cannot be regenerated, and personal information recorded or stored on paper documents is shredded or incinerated.

## Article 7. Ensuring Security of Personal Information

The Defense MICE Research Institute takes the following measures to ensure the security of personal information:

1. Administrative measures: Establishment and implementation of internal management plans, regular employee education, etc.

2. Technical measures: Access control management of personal information processing systems, access control, encryption of unique identification information, installation of security programs

3. Physical measures: Access control to computer rooms, data storage rooms, etc.

### **Article 8. Personal Information Protection Manager**

1. The Defense MICE Research Institute is responsible for overseeing personal information processing and has designated a personal information protection manager to handle subject of informations' complaints and remedies related to personal information processing as follows:
  - 1) Personal Information Protection person in charge
    - Person in charge: President Soonkuen Bae
    - Contact: 070-4210-5539
    - Email: [skbae@kdmi.kr](mailto:skbae@kdmi.kr)
  - 2) Personal Information Protection Officer
    - Officer: Office Manager Sae Wan Lee
    - Contact: 02-521-6694 / sarex87@kdmi.kr
2. Subject of information may contact the Personal Information Department for any inquiries, complaints, or remedies related to personal information protection arising from their use of services (or business) provided by the Defense MICE Research Institute. The Defense MICE Research Institute shall promptly respond to and address inquiries from data subjects.

### **Article 9. Request for Access to Personal Information**

1. Subjects of information may request access to personal information in accordance with Article 35 of the Personal Information Protection Act from the following department. The Defense MICE Research Institute shall make efforts to promptly process data subjects' requests for access to personal information.
  - Department for Acceptance and Processing of Requests for Access to Personal Information: Defense MICE Research Institute

### **Article 10. Remedies for Personal Information Infringement**

1. Subjects of information may seek remedies, consultations, etc., for personal information infringements from the following organizations:
  - Personal Information Infringement Report Center: 118 (no area code required) / [privacy.kisa.or.kr](mailto:privacy.kisa.or.kr)
  - Cybercrime Investigation Division, Supreme Prosecutors' Office: 02-3480-3573 / [www.spo.go.kr](http://www.spo.go.kr)
  - Cyber Safety Bureau, National Police Agency: 182 (no area code required) / [cyberbureau.police.go.kr](http://cyberbureau.police.go.kr)

### **Article 11. Consent for Filming of Visual Information (Photos and Videos)**

1. Photography and video recording shall be conducted at the exhibition hall.
2. Purpose of filming:
  - Promotion of this event and future exhibitions and conferences
  - Attachment of event-related press materials and documents
  - Utilization in promotional materials for the event
3. The recorded material shall not be used for any other purposes.

## **Defense MICE Institute Office**

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