Balluff Korea has steps for users to click [Accept] or [Reject] button with the Privacy Policy and the Terms & Conditions and regard users agree with collection of personal information if they click “Agree” button.

Article 2. Purpose of collecting and using personal information

2.1. Balluff Korea collects personal information for the following purposes in order to provide better service.
- Membership
- To confirm identity to use membership service
- Membership management
- Order, payment, delivery, exchange, refund, A/S, and Advisor for product supply
- To provide contents and custom-made information
- Marketing and advertisement

2.2. The items of personal information to be collected, and the purpose of such collection and use are as follows:
A. <Membership, Verification and management>  
- Request: e-mail address, mobile phone number, password, date of birth, name

B. <Providing Custom made information and Marketing>
- Required: gender, date of birth, service usage log, access log, cookie, access IP information, payment record
- Optional: job, anniversary, marital status, hobbies, health information, education, income level

C. <Service provision>
- Requested information: e-mail address, shipping address & phone number, name, service usage log, payment information & record

Article 3. Retention/use period of personal information

3.1. Balluff Korea shall handle and own personal data within the period of use set by the law or the period which users agreed.
3.2. Balluff Korea shall destroy appropriate personal information promptly after achieving the purposes to collect such information. However, if it is necessary to preserve personal information by related laws such as the Act on the Consumer Protection in the Electronic Commerce Transactions etc., the personal information will be kept for a certain period of the time.

Legislation  | Reason for collection and usage  | Retention period  
--- | --- | ---  
The Act on Consumer Protection in Electronic Commerce etc. | Records on contract or withdrawal | 5years  
The Protection of Communications Secrets Act | Records on payment and goods supply | 5years  
Act on Promotion of Information and Communications Network Utilization and Information Protection | Records on consumer complaints or disputes | 5years  
| Records on display and advertising | 6months  

Article 4. Provision and sharing of personal information to 3rd party

Balluff Korea shall use the personal information of the user within the range notified in the "Types of personal information collected and its use" and the purposes of collection and use of personal information and shall not use personal information outside the agreed boundary or give it to other business organizations or third parties. However, if there are any reasons for 2nd clause of article 18 (however, in case of 5th to 9th clause, it should be limited to government office), Balluff Korea may provide private information to 3rd party except when it is apprehended that the benefits of the information provider or 3rd party could be infringed.

Article 5 Consignment to process personal information collected

5.1. In order to improve and implement the service, Balluff Korea entrusts some of the custome work to consigned companies and sets forth regulations so that the personal information can be managed safely when entering into contract with such companies.

| Constitute work | Consignee  
--- | ---  
Balluff Korea Ltd. (hereinafter referred to as “Balluff Korea”) has adopted the Privacy Policy forth below to protect personal information of users and handle relevant issues in accordance with the Act on Promotion of Information and Communications Network Utilization and Information Protection and Personal Information Protection Act. The Privacy Policy is directed on the first page of Service to let users access to it easily anytiime. The Privacy Policy may be amended pursuant to changes to the applicable laws, regulations and policies related to the protection of personal information and changes in Balluff Korea’s policies. When there are any revisions to this Privacy Policy, we shall take necessary actions such as obtaining user’s other consent under section 18 of Personal Information Protection Act.

Article 1. Purpose of Processing Personal Information

Article 2. Method of Destroying Personal Information

7.2. However, if it is necessary to preserve personal information by related laws such as the Act on the Consumer Protection in the Electronic Commerce Transactions etc., the personal information will be kept for a certain period of the time. The personal information transferred to a separate DB will not be used for any other purpose unless it is agreed by the user or specified by law.

7.3. Procedures, methods, and period of destroying personal information shall be subject to the following:

A. Procedure of destruction: Balluff Korea shall select personal information which has reason for destruction and destroy the personal information after getting confirmation from person in charge of personal information.
B. Method of destruction:
- Personal information printed on paper: destruction by shredding or incineration
- Personal information stored electronically: deletion of personal records by a technical method by which they cannot be reproduced

C. Period of destruction: if the retention period for users’ personal information is exceeded, Balluff Korea shall destroy within 5 days from the end of retention day. And in case that personal information is not useful by reasons of close the service or achieve the handling purpose of personal information, Balluff Korea shall destroy within 5 days from approval date.

Article 8. Action for securing stability of private information

Balluff Korea considers the following technical/managerial countermeasure follows by privacy protection act article 29.

8.1. Technical countermeasure
A. Users’ personal information is protected via password and important data is further protected via separate security functions including file/sending data encoding or file locking. However, if there are member loss, theft, leakage, alteration or damages personal data because he/she uses the internet in public area or provides to others, Balluff Korea shall not be liable on that.
B. Member’s personal information is protected by password, and important data is protected by separate security functions by encrypting file and transmission data or by using file lock function (Lock).

C. Balluff Korea uses vaccine programs to prevent damages from computer viruses. The vaccine programs are updated periodically, and if a sudden virus emerges, we provide vaccines as soon as possible to prevent personal information from being violated.
D. Balluff Korea adopts a security device (SSL or SET) that can securely transmit personal information on the network using encryption algorithm.

E. In preparation for external intrusion such as hacking, we use intrusion prevention system and vulnerability analysis system for each server to ensure security.

8.2. managerial countermeasure
A. We regularly conduct in house training and outsourcing training for employees who process personal information, such as training to acquire new security technologies and training on the obligation to protect personal information. We also have internal guidelines to monitor whether the employees comply with our personal information processing policy.

B. Balluff Korea limits the number of persons who have the right to access to personal information. Those who are allowed are as follows:
- Those who perform service work directly with the members,
- Those conducting personal information management work such as person in charge of personal information protection
- Those who are inevitable to handle personal information for business purposes.

C. Personal Data and normal data are stored in separated server.

D. The computer room and the data storage room are set as special protection zones to control access.

E. Balluff Korea shall not be liable for any mistakes made by users or risks arising from the dangers of Internet. Each individual member is responsible for properly managing his / her ID and password to protect his / her personal information.

Article 9. Matters concerning the operation of cookies

Balluff Korea operates Cookie for convenience of homepage users. Cookie refers to a small text file that a website sends to user’s web browser and is stored in user’s PC. Balluff Korea uses Cookie for the following purposes:

- To confirm user’s intention to agree or disagree in terms of the Privacy Policy.
- To operate and manage the service as user uses.
- To deliver the most appropriate advertisement or content to user.
- To provide better service.
9.1. Purpose of using cookies
To use as a scale for target marketing and service rearrangement by analyzing users’ access frequency and visiting hours and understanding users’ taste and interested fields.

- To use as materials to grant a differentiated application opportunity and to provide distinct information with each user according to individual interested field by grasping users’ participation rate and visiting frequency to various events conducted by Balluff Korea.

- To use for the purpose of grasping whether a user requests ‘Not to View’ a pop-up information or not. A user possesses the right to select whether Cookie to be installed; thus he/she can permit all Cookies, require confirmation whenever Cookie is stored, or reject storing any Cookie by setting a web browser set-up menu.

9.2. Method of refusal the setting cookie
You may have an option to choose cookie by selecting „Allow all cookies - Low - Medium - Medium High - High - Block all cookies“ from the tool box in your browser (Tool> Internet Option> Personal Information> Personal Information Setting).

In this case, however, if the user rejects to install Cookie, he/she may be restrained from using services.

Article 10. Person in Charge of the Protection of Personal Information
10.1. Balluff Korea does our best to make safe use of good quality information. In the event of an accident that violates the notice about the protection of personal information notified to the members, Balluff Korea shall take full responsibility.

10.2. The person responsible for protecting and processing personal information of the members is as follows who will promptly and faithfully respond to any inquiries about personal information.

Person in charge of personal information / department
Name: Jung Hwa Kim
Phone number: 031-8064-1756
E-mail: junghwa.kim@balluff.co.kr
Department: HR Department

Article 11. Methods to read personal information
11.1. Users can read their personal information registered at all the times according to section 35 of Personal Information Protection Act. If you desire to read your personal information, please contact to HR team (031-8064-1756, junghwa.kim@balluff.co.kr) and we will take appropriate measures after user identification without delay.

11.2. Members may read their personal information at Ministry of Public Administration and Security (www.privacy.go.kr)

Article 12. Method of relief the Rights and interests
- Counseling and reporting related to infringement of personal information
  If you need to report or counsel in relation to personal information infringement, please contact the chief manager in charge of managing personal information by e-mail or phone, or inquire the KISA Personal Information Infringement Report Center, a public agency under the Ministry of Information and Communication.

  - Korea Internet Security Agency(KISA): (02)118 (http://www.privacy.kisa.or.kr)
  - The Personal Information Dispute Mediation Committee: (02) 1833-6972 (http://www.kopico.go.kr)
  - Cyber Crime Investigation Division in Supreme Prosecutor: 02-3480-3573 (www.spo.go.kr)
  - Cyber Bureau: 182 (http://cyberbureau.police.go.kr)

Article 13. Duty to notify
Our current privacy policy will be effective from February 1st, 2018. If there is any addition, deletion or amendment of the contents, we will notify our members 7 days prior to such addition, deletion, or amendment.

Enforced from: February 1st, 2018