

# 한국식품산업클러스터진흥원

## 개인정보 처리방침

2025. 09.

Food Industry Promotion Agency(of Korea\*) ("the Agency") strictly complies with the Personal Information Protection Act of Korea and all relevant laws and regulations to protect the rights and freedoms of data subjects. The Agency lawfully collects and processes personal information and manages such data in a safe and secure manner. Pursuant to Article 30 of the Personal Information Protection Act of Korea, this Privacy Policy is established and publicly disclosed to clearly inform data subjects of the procedures and standards for personal information processing and to ensure that any related concerns or complaints are addressed promptly and effectively.

### Amendment Date and Scope of Application



This Privacy Policy has been in effect since September 00, 2025.  
For the versions of this Privacy Policy that were applicable prior to this date, please refer to the section titled "Previous Versions of the Privacy Policy" at the end of this document.

### Key Personal Information Processing Overview (Labeling)

#### Collection of General Personal Information



- Name, Address, Contact Information, and E-mail Address
- ※ For detailed sub-items, please refer to the main text of this Privacy Policy.

#### Purpose of Processing Personal Information



- Membership Registration and Management
- Processing of corporate support services

#### Retention Period of Personal Information



- Personal information (for membership registration) will be destroyed upon withdrawal of membership.

#### Provision of Personal Information to Third Parties



- Use of personal information only within the scope specified for collection and use
- Cases where use is permitted or required under other applicable laws

#### Outsourcing of Personal Information Processing




















Six units, including unmanned access

#### Department for Handling Complaints and Inquiries



· Responsible Department:

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 19. Operation and Management of Fixed and Mobile Video Surveillance Equipment	 20. Results of Personal Information Impact Assessment <b>NEW</b>
 21. Results of Personal Information Protection Level	 22. Additional Efforts to Enhance Personal Information

## 목 차

Assessment <b>NEW</b>	Protection <b>NEW</b>
 23. Amendments to the Privacy Policy	

※ For more detailed information, please refer to the Privacy Policy provided below.

※ By selecting a section in the table of contents, you will be directed to the corresponding content of this document.

※ Key changes have been clearly marked for your easy reference. **NEW**

## 1. Purpose of Processing Personal Information

목록으로 이동

### ① Foodpolis collects and processes only the minimum amount of personal information necessary for the following purposes

1. Portal Service
  - To manage membership of the portal service and to handle applications and administrative tasks related to support programs.
2. Digital Food Information Platform and Food-eum
  - To operate the platform; to share information on raw materials and ingredients; to manage the use of facilities and equipment; to handle testing and analysis requests; and to provide practical food-related training.
3. Health Functional Food Education Platform
  - To operate the platform and to provide online and on-site training for the development of professionals in the field of health functional foods.
4. Access Control System
  - To verify and approve visitors, to manage visit history, and to handle the return of access cards.

※ The official Foodpolis website (www.foodpolis.kr) does not collect any personal information.

② Personal information being processed will not be used for any

purpose other than those specified above.

If the purpose of use changes, Foodpolis will take the necessary measures—such as obtaining separate consent from the data subject—in accordance with Article 18 of the Personal Information Protection Act of Korea.



## 2. Processing and Retention Period of Personal Information 목록으로 이동

- ① Foodpolis processes and retains only the minimum amount of personal information within the period prescribed by relevant laws and regulations, or within the period consented to by the data subject at the time of collection.
- ② The purposes of collection, processing, and retention periods for each category of personal information file are as follows

NO	Name of Personal Information File	Purpose of Collection	Legal Basis	Retention & Utilization Period
1	Corporate Support Portal Membership	Management of portal service membership	Food Industry Promotion Act, Art. 12 / Consent of data subject	Destroyed upon membership withdrawal
2	Food Venture Center Tenant Management	Management of tenant companies in Food Venture Center	Food Industry Promotion Act, Art. 12 / Act on Report of Real Estate Transactions, Art. 3	5 years
3	Food Education Practice	Management of trainees and graduates	Food Industry Promotion Act, Art. 12 / Consent of data subject	3 years
4	Food Start-up Investment Linkage Support	Management of food start-up investment linkage support	Food Industry Promotion Act, Art. 12 / Consent of data subject	5 years

NO	Name of Personal Information File	Purpose of Collection	Legal Basis	Retention & Utilization Period
5	Youth Food Start-up LAB Management	Management of applications for Youth Food Start-up LAB	Food Industry Promotion Act, Art. 12 / Consent of data subject	5 years
6	Senior-friendly Excellent Food Application List	Management of companies applying for senior-friendly food excellent designation	Food Industry Promotion Act, Art. 12 / Consent of data subject	2 years
7	Personnel Record Card	Management of employee personnel records	Food Industry Promotion Act, Art. 12 / Enforcement Rules of Personnel Regulations	Permanent
8	Other Income Records	Financial management	Food Industry Promotion Act, Art. 12 / Accounting Regulations / Income Tax Act / Records Management Guidelines	5 years
9	Digital Food Information Platform Membership	Platform membership management	Food Industry Promotion Act, Art. 12 / Consent of data subject	Destroyed upon membership withdrawal
10	FoodBiz-On Members	Management of FoodBiz-On member companies	Food Industry Promotion Act, Art. 12 / Consent of data subject	1 year
11	Usability Evaluation Panel DB	Sensory evaluation	Food Industry Promotion Act, Art. 12 / Consent of data subject	5 years
12	Equipment Usage Application (System)	Operation of the Open Equipment Joint Utilization Support Project	Food Industry Promotion Act, Art. 12 / Consent of data subject	5 years
13	Test & Analysis Request (System)	Operation of the Open Equipment Joint Utilization Support Project	Food Industry Promotion Act, Art. 12 / Consent of data subject	5 years
14	Expert (System) List	Management of expert database	Food Industry Promotion Act, Art. 12 / Consent of data subject	5 years
15	Expert Pool List	Management of professional human resources pool	Food Industry Promotion Act, Art. 12 / Consent of data subject	3 years
16	New Employee & Internal Staff Information	Personal and HR management records	Food Industry Promotion Act, Art. 12 / Enforcement Rules of Personnel Regulations	Permanent

NO	Name of Personal Information File	Purpose of Collection	Legal Basis	Retention & Utilization Period
17	Recruitment Applications & Successful Candidates	HR management records	Food Industry Promotion Act, Art. 12 / Enforcement Rules of Personnel Regulations	Permanent
18	Health Functional Food Education Platform Membership	Membership management	Food Industry Promotion Act, Art. 12 / Personal Information Protection Act Art. 15(1)(1) (Consent of data subject)	Destroyed upon membership withdrawal



### 3. Categories of Personal Information Processed

목록으로 이동

① Foodpolis processes the following categories of personal information without the consent of the data subject.

NO	Personal Information File Name	Legal Basis	Purpose of Collection	Retention and Utilization Period	Items Collected
1	Expert Activity Allowance Payment	「Income Tax Act」 Article 145, Article 164, Enforcement Decree Article 193, Article 213	Allowance payment and withholding tax filing	5 years	Resident Registration Number
2	Employee Personnel Information	「Labor Standards Act」 Article 41, Enforcement Decree Article 20,	Internal HR administration	Permanent	Resident Registration Number
3	Open Equipment Joint Utilization Project & Test/Inspection Requests	「Value-Added Tax Act」 Article 32	Issuance of tax invoices	5 years	Resident Registration Number, Foreign Registration Number
4	Graduate Research Trainee Application	「Industrial Accident Compensation Insurance Act」 Article 123	Acquisition and termination reporting for Industrial Accident Compensation Insurance	5 years	Resident Registration Number
5	University Student Field Training Application	「Industrial Accident Compensation Insurance Act」 Article 123	Acquisition and termination reporting for Industrial Accident Compensation Insurance	1 year	Resident Registration Number
6	Daily Worker Employment Contract	「Employment Insurance Act」 Enforcement Decree 145,	Employment Insurance Enrollment and Wage Income Reporting	Permanent	Resident Registration Number
7	Online Inquiry Submission	「Act on the Handling of Civil Complaints」 Article 27, Arti	Receipt and Processing of Civil Complaints	5 years	Details of Civil Complaints

NO	Personal Information File Name	Legal Basis	Purpose of Collection	Retention and Utilization Period	Items Collected
		cle 32 /			

- ② Foodpolis processes the following categories of personal information with the consent of the data subject, in accordance with Article 15(1)(1) and Article 22(1)(7) of the Personal Information Protection Act of Korea.

No	Name of Personal Information File	Retention & Utilization Period	Items Collected
1	Corporate Support Portal Membership Management	Destroyed upon members withdrawal	- (Required) Name, Date of Birth, Gender, Mobile Phone (Contact), E-mail -(Optional)WorkplaceAddress
2	Food Venture Center Tenant Management	5 years	- (Required) Name, Date of Birth, Home Address, Mobile Phone (Contact), E-mail, Educational Background, Career
3	Food Practice Education – Trainee Management	3 years	- (Required) Name, Mobile Phone (Contact), E-mail, Home Address
4	Food Start-up Investment Linkage Support	5 years	- (Required) Name, Date of Birth, E-mail, Business Registration Number -(Optional)WorkplacePhone,WorkplaceAddress,EducationalBackground,Career,Certificates
5	Youth Start-up Food LAB Management	5 years	- (Required) Name, Date of Birth, Mobile Phone (Contact), E-mail -(Optional)WorkplacePhone,WorkplaceAddress,EducationalBackground,Career,Certificates
6	Senior-friendly Excellent Food Application List	2 years	- (Required) Name, Mobile Phone (Contact), E-mail, Workplace Phone, Workplace Address
7	Personnel Record Card	Permanent	- (Required) Name, Home Address, Mobile Phone (Contact), E-mail, Affiliation
8	Other Income Records	5 years	- (Required) Name, Home Address, Mobile Phone (Contact), Resident Registration Number
9	Digital Food Information Platform Membership	Destroyed upon members withdrawal	- (Required) Name, Date of Birth, Mobile Phone (Contact), E-mail, Personal Identification Information (CI), Company Name, Business Registration Certificate, Company Representative Name, Company E-mail, Company Digital Certificate -(Optional)InterestKeywords
10	Food Biz - On	1 year	- (Required) Name, Mobile Phone (Contact),

	Member Companies		E-mail, Affiliation
11	Usability Evaluation Panel Database	5 years	- (Required) Name, Date of Birth, Gender, Mobile Phone (Contact), Place of Residence
12	Equipment Usage Application (System)	5 years	- (Required) Name, Mobile Phone (Contact), E-mail, Affiliation
13	Test & Analysis Request (System)	5 years	- (Required) Name, Mobile Phone (Contact), E-mail, Affiliation
14	Expert List (System)	5 years	- (Required) Name, Date of Birth, Mobile Phone (Contact), E-mail, Affiliation, Position, Educational Background, Career
15	Expert Pool List	3 years	- (Required) Name, Date of Birth, Mobile Phone (Contact), E-mail, Affiliation
16	New Employee & Internal Staff Information	Permanent	- Name, Resident Registration Number, Mobile Phone (Contact), Bank Account Number
17	Recruitment Applications & Successful Candidates	Permanent	- Name, Mobile Phone (Contact), Address, E-mail, Educational Background, Career
18	Health Functional Food Education Platform Membership	Destroyed upon members withdrawal	- (Required) Name, Date of Birth, Mobile Phone (Contact), User ID, Password, E-mail

- ③ In the course of using Internet services, the following personal information items may be automatically generated and collected.

IP address  
Cookies  
MAC (Media Access Control) address  
Service usage records  
Visit logs (access records)  
Records of improper or unauthorized use



#### 4. Status of Registered Personal Information Files

목록으로 이동

① Foodpolis processes personal information only within the scope specified in this Privacy Policy and as required by its duties and applicable laws and regulations. In accordance with Article 32 of the Personal Information Protection Act of Korea, Foodpolis operates personal information files accordingly.

② The purposes of processing, retention periods, and items of personal information collected vary depending on the characteristics of each personal information file. Detailed information for each registered personal information file can be found through the Personal Information Protection Portal ([www.privacy.go.kr](http://www.privacy.go.kr)).

#### < How to Access the Status of Registered Personal Information Files >

Please visit the Personal Information Protection Portal ([www.privacy.go.kr](http://www.privacy.go.kr)) and follow the steps below:

Personal Services → Exercise of Data Subject Rights → Request to Access Personal Information → Search Personal Information Files → enter "Food Industry Promotion Agency of Korea (Foodpolis)" as the organization name → Search and use the information as needed.

▶ Foodpolis Registered Personal Information Files [Direct Link]

of Korea. Except in these cases, Foodpolis does not provide personal information to any third party.

② Foodpolis may provide personal information to a third party in the following circumstances:

1. Where separate consent has been obtained from the data subject
  2. Where special provisions exist in other laws
  3. Where it is clearly necessary to protect the urgent life, body, or property interests of the data subject or a third party
  4. Where it is impossible to carry out duties prescribed by other laws without using personal information for purposes other than those intended or providing it to a third party, and such use or provision has been deliberated and resolved by the Personal Information Protection Commission
  5. Where it is necessary to provide personal information to a foreign government or an international organization to implement a treaty or other international agreement
  6. Where it is necessary for criminal investigation, prosecution, or the maintenance of a public prosecution
  7. Where it is necessary for the performance of judicial duties by a court
  8. Where it is necessary for the execution of sentences, protective custody, or protective measures
  9. Where it is urgently required for public health or public safety and welfare
- ※ Items 4 through 9 apply only to public institutions

③ In cases falling under the situations described above, Foodpolis will obtain consent from the data subject, as required under Articles 17 and 18 of the Personal Information Protection Act



## 5. Provision of Personal Information to Third Parties

목록으로 이동

① Foodpolis processes personal information only within the scope specified for the purposes of processing. Personal information will be provided to a third party only when consent is obtained from the data subject or when such provision is permitted under special provisions of laws, in accordance with Articles 17 and 18 of the Personal Information Protection Act

NO	Recipient	Purpose of Provision	Items Provided	Retention and Utilization Period
1	Ministry of Agriculture, Food and Rural Affairs (MAFRA)	Provision of support program details, support performance (sales, employment, etc.), and related information	N a m e , address, date of birth, c o n t a c t n u m b e r , e-mail	5 years after completion of the project ※ Immediately destroyed if not selected
2	Jeollabuk-do Provincial Government	Provision of support program details, support performance (sales, employment, etc.), and related information	N a m e , address, date of birth, c o n t a c t n u m b e r , e-mail	5 years after completion of the project ※ Immediately destroyed if not selected
3	Iksan City	Provision of support	N a m e ,	5 years after



NO	Recipient	Purpose of Provision	Items Provided	Retention and Utilization Period
	Government	program details, support performance (sales, employment, etc.), and related information	address, date of birth, contact number, e-mail	completion of the project ※ Immediately destroyed if not selected
4	11st	Publicity/Promotion	Name, affiliation, position, contact number, e-mail	2 years

of Korea, and will provide personal information only to the minimum extent necessary.

- ④ In accordance with the “Guidelines on the Processing and Protection of Personal Information in Emergencies” (click) jointly announced by relevant government ministries, Foodpolis may provide personal information to the competent authorities without the consent of the data subject when an emergency occurs—such as a disaster, infectious disease outbreak, incidents or accidents that pose an imminent threat to life or physical safety, or urgent situations involving significant property loss.



## 6. Criteria for Determining Additional and Continuous Use or Provision of Personal Information [목록으로 이동](#)

- ① In accordance with Article 15(3) and Article 17(4) of the Personal Information Protection Act of Korea, and by taking into account the considerations specified in Article 14-2 of its Enforcement Decree, Foodpolis may use or provide personal information for additional purposes without obtaining the consent of the data subject.

- ② When Foodpolis uses or provides personal information for additional purposes without the consent of the data subject, it carefully considers the following factors:

- Whether the purpose of the additional use or provision is reasonably related to the original purpose of collection
- Whether the data subject could reasonably foresee such additional use or provision, given the circumstances under which the personal information was collected or the processing practices involved
- Whether the additional use or provision would unfairly infringe upon the rights or interests of the data subject
- Whether appropriate safeguards, such as pseudonymization or encryption, have been implemented to ensure the security of personal information



## 7. Entrustment of Personal Information Processing

[목록으로 이동](#)

- ① For the efficient handling of personal information tasks, Foodpolis entrusts the processing of personal information to external service providers as follows.

### 1. Operation

NO	Company Name	Entrusted Task (Purpose)	Entrustment Period	Sub-entrustment	Supervising Department	Inspection Result
1	iWay Consortium Co., Ltd. 031-443-2023	Integrated maintenance of IT resources (system operation)	Dec. 31, 2025	X	Digital Information Department 063-720-0584	Good

NO	Company Name	Entrusted Task (Purpose)	Entrustment Period	Sub-entrustment	Supervising Department	Inspection Result
		management)				
2	Kyungwon Industrial Management Co., Ltd. 02-836-4381	Unmanned control and fixed CCTV monitoring and security services	Dec. 31, 2025	X	Business Support Department 063-720-0533	Good
3	Daejong General Management Co., Ltd. 063-720-0794	Unmanned control and fixed CCTV monitoring and security services	Dec. 31, 2025	X	Business Support Department 063-720-0536	Good
4	Enlloby Co., Ltd. 070-4640-4401	Operation of access control system	Mar. 31, 2030	O	Digital Information Department 063-720-0587	Good
5	Job Plus Co., Ltd. 02-830-1190	Recruitment agency service for new employees	Dec. 12, 2025	X	Talent Management Team 063-720-0552	Good
6	Jeonju Venture Business Promotion District Development Council 063-214-6116	Operation of the business support center consultation desk	Dec. 10, 2025	X	Business Support Center 063-720-0593	Good
7	Dream Security Co., Ltd. 02-2233-5533	Identity verification for platform membership registration	Dec. 31, 2025	X	Digital Information Department 063-720-0584	Good
8	Kuroensis Co., Ltd. 070-5221-0024	Development and advancement of the Health Functional Food Platform	Dec. 31, 2028	X	Functional Food Department 063-720-0645	Good

## 2. Re-entrustment

NO	Sub-contractor	Contractor	Re-entrusted Task (Purpose)	Entrustment Period	Supervising Department
1	Enlloby Co., Ltd. 070-4640-4401	KT Cloud	Data storage and system operation/management	'30.3.31.	Digital Department (063-720-0587)
		Infobank	Sending visit application, reservation, and approval messages		

② When entering into an entrustment contract, Foodpolis complies with Article 26 of the Personal Information Protection Act of Korea and includes the following matters in a written agreement. Foodpolis also supervises and manages the entrusted processing activities.

- Purpose and scope of the entrusted tasks
- Restrictions on re-entrustment
- Measures to ensure the security of personal information, such as access control
- Supervision of the management status of personal information retained in connection with the entrusted tasks
- Liability for damages and other responsibilities in the event that the entrusted party (hereinafter "the contractor") violates the obligations regarding personal information protection

③ Foodpolis follows strict procedures to prevent the loss, theft, leakage, falsification, alteration, or damage of personal information as a result of entrusted processing.



Before Entrustment	At the Time of Contract	During Execution	At the End of Contract
<ul style="list-style-type: none"> <li>- Review the necessity of entrusting personal information processing tasks</li> <li>- Determine the minimum scope of entrustment</li> <li>- Establish a personal information protection management plan for the contractor</li> </ul>	<ul style="list-style-type: none"> <li>- Prepare a standard personal information processing entrustment contract</li> <li>- Obtain a confidentiality agreement</li> <li>- Inspect the personal information processing environment</li> <li>- Provide guidance on compliance requirements to the contractor</li> <li>- Disclose entrustment details in the Privacy Policy</li> <li>- (For re-entrustment) Prepare a separate consent form</li> </ul>	<ul style="list-style-type: none"> <li>- Provide contract or training at least once a year</li> <li>- Conduct on-site inspections and status checks of entrusted tasks</li> </ul>	<ul style="list-style-type: none"> <li>- Obtain a confirmation of return/destruction of personal information and a security compliance pledge</li> <li>- Delete contract or access rights</li> </ul>

- ④ Pursuant to Article 26(6) of the Personal Information Protection Act of Korea, if an entrusted party further entrusts the processing of personal information, the contractor must obtain prior consent from Foodpolis.

Foodpolis discloses the identity of any sub-contractor and the details of the sub-contracted tasks through this Privacy Policy.

- ⑤ If there are any changes to the details of the entrusted tasks or to the entrusted party, Foodpolis will promptly disclose such

changes through this Privacy Policy.



## 8. Procedures and Methods for the Destruction of Personal Information [목록으로 이동](#)

### ① Prompt Destruction

Foodpolis promptly destroys personal information without delay when it becomes unnecessary,

such as when the retention period has expired or the purpose of processing has been fulfilled.

### ② Separate Storage When Retention Is Required by Law

If personal information must be retained even after the retention period consented to by the data subject has expired,

or after the processing purpose has been fulfilled, Foodpolis will transfer such information to a separate database (DB) or store it in a different location to ensure it is kept separately.

Details of personal information items and retention periods required by other laws can be found in this Privacy Policy

and in the Personal Information Protection Portal ([www.privacy.go.kr](http://www.privacy.go.kr))

) under the registered personal information files section.

### ③ Procedures and Methods of Destruction

#### 1. Destruction Procedures

- A destruction plan is established for personal information (or personal information files) subject to destruction.

- The personal information to be destroyed is selected, and the destruction is carried out with the approval of the Foodpolis Personal Information Protection Officer.

## 2. Destruction Methods

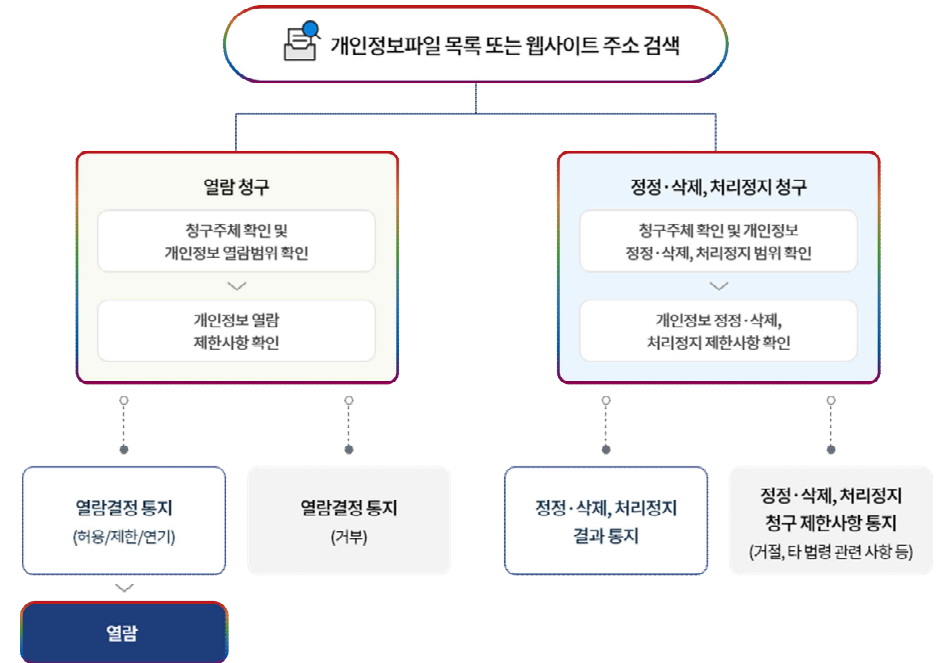
- Personal information stored in electronic files is permanently deleted using technical measures to prevent recovery or reproduction.
- Personal information recorded and stored on paper is shredded or incinerated to ensure complete destruction.



## 9. Rights and Obligations of Data Subjects and Their Legal Representatives, and Methods of Exercising Such Rights

목록으로 이동

The data subject (or the legal representative if the data subject is under the age of 14) may, at any time, exercise the following rights with respect to the processing of personal information by Foodpolis: request access, correction, deletion, suspension of processing, withdrawal of consent, and refusal of or explanation regarding automated decision-making.



### 1. Request for Access to Personal Information

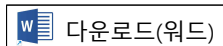
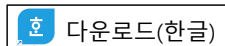
In accordance with Article 35(4) of the Personal Information Protection Act of Korea,

the data subject may request access to his or her personal information processed by Foodpolis.

However, access may be restricted in the following cases prescribed by law.

- a. When access is prohibited or restricted by law
- b. When there is a risk of harming another person's life or body, or of unjustly infringing on another person's property or other interests
- c. When it would cause significant interference with the performance of any of the following duties by a public institution:
  - Imposition, collection, or refund of taxes
  - Academic grading or admission selection conducted by schools under the Elementary and Secondary Education Act, the Higher Education Act, lifelong education facilities under the Lifelong Education Act, or higher education institutions established under other applicable laws
  - Examinations for academic achievement, skills, recruitment, or qualification review
  - Ongoing evaluations or judgments concerning compensation, benefits, or payments
  - Ongoing audits or investigations conducted under other applicable laws

## ※ Request Form for Access to Personal Information



### 2. Request for Rectification or Deletion

Under Article 36 of the Personal Information Protection Act of Korea,

the data subject may request correction or deletion of his or her personal information held by Foodpolis.

Requests may be denied in cases stipulated by law.

- a. Correction: Personal information recorded inaccurately
- b. Deletion: Information recorded without factual basis for a specific item

However, deletion cannot be requested if the personal information is explicitly specified as a required item for collection under other applicable laws.

### 3. Request for Suspension of Processing or Withdrawal of Consent

Pursuant to Article 37(2) of the Personal Information Protection Act of Korea, the data subject may request suspension of

processing or withdrawal of consent for the processing of his or her personal information.

However, a request for suspension of processing may be refused in the following cases, and if refused, Foodpolis will promptly notify the data subject of the reason.

When consent is withdrawn, Foodpolis will take necessary measures such as the irreversible destruction of collected personal information without delay.

- a. Where it is unavoidable to comply with special provisions of laws or legal obligations
- b. Where there is a risk of harming another person's life or body, or of unjustly infringing on another person's property or other interests
- c. Where a public institution cannot perform its statutory duties under other applicable laws without processing personal information
- d. Where the performance of a contract with the data subject would be difficult without processing personal information (e.g., provision of services agreed upon), and the data subject has not clearly expressed an intention to terminate the contract

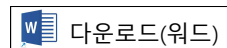
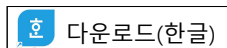
### 4. Methods of Exercising Rights

The data subject may request access, correction, deletion, suspension of processing, or withdrawal of consent through any of the following methods. Foodpolis will verify the identity of the requester or the legitimacy of the representative in accordance with Article 46(1) of the Enforcement Decree of the Personal Information Protection Act of Korea.

Online (Internet) Application Method	Offline (Written) Application Method
1. Access the Personal Information Protection Portal website at www.privacy.go.kr 2. Click Civil Service → Request for Access to Personal Information 3. Verify your identity using I-PIN or mobile phone authentication 4. Click Search for Personal Information File List and select the organization name and personal information file name 5. Select the request type (Access, Correction/Deletion, or Suspension of Processing) 6. Complete the request form and submit the civil complaint	1. Fill out the Request Form for Access to Personal Information and submit it to the department managing the personal information file. ※ When completing the form, be sure to specify the name of the personal information file and the department in charge. 2. Present an identification document (e.g., resident registration card, driver's license, or passport) to verify your identity. ※ If applying through a representative, a power of attorney must be submitted.

#### a. Exercising Rights through a Representative

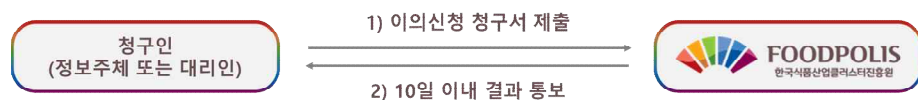
- A legal representative or an authorized agent may exercise the data subject's rights by submitting a power of attorney in the form prescribed in Annex Form No.11 of the Guidelines on Personal Information Processing Methods (Notice No. 2025-5).



#### b. Procedure for Filing an Objection

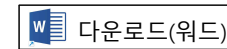
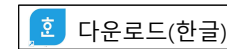
- If the data subject disagrees with a decision of refusal or partial access,

an objection may be filed by submitting a written objection within 30 days of receiving the notice of such a decision.

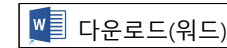
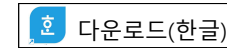


※ Objection Form for Decision on Request for Access to

## Personal Information



※ Objection Form for Measures Taken on Request for Access to Personal Information



#### c. Identity Verification

- Foodpolis will verify whether the requester is the data subject or a duly authorized representative when handling requests for access, correction, deletion, suspension of processing, or withdrawal of consent.

**< Identity Verification Procedure for Data Subjects >**

a. If the requester is the data subject, submit an identification document issued by an administrative authority that cannot be easily forged or misused (e.g., resident registration card, driver's license).

b. If the requester is the legal representative of the data subject, submit documents proving legal representation.

c. If the requester is an authorized agent, submit a power of attorney along with identification documents of both the principal and the agent (e.g., resident registration cards).

d. For website or online requests, verification is performed through authentication using a joint certificate (formerly an accredited certificate).

#### 5) Right to Refuse or Request an Explanation of Automated Decision-Making

In accordance with Article 37-2 of the Personal Information Protection Act of Korea (Right of Data Subjects Regarding Automated Decision-Making),

the data subject may refuse automated decision-making related to personal information processing or request an explanation.

However, such a request may be denied in the following cases:

- a. Where the data subject has given prior consent
- b. Where it is unavoidable to comply with special provisions of laws or legal obligations
- c. Where it is necessary to perform a contract with the data subject or to take steps requested by the data subject prior to entering into a contract



## 10. Measures to Ensure the Security of Personal Information [목록으로 이동](#)

- ① In accordance with Article 29 of the Personal Information Protection Act of Korea, Foodpolis takes the following measures to ensure the security of personal information.

Category of Measures	Details
Administrative Measures	<ul style="list-style-type: none"> <li>a. Establishment and Implementation of Internal Management Plan – Foodpolis establishes, implements, and regularly reviews an internal management plan to ensure the safe management of personal information.</li> <li>b. Minimization and Training of Personnel Handling Personal Information – Foodpolis designates personnel authorized to handle personal information, minimizes their number, and provides regular education and training on personal information protection.</li> </ul>
Technical Measures	<ul style="list-style-type: none"> <li>a. Access Control to Personal Information – Access rights to personal information processing systems are granted, changed, or revoked according to established standards to prevent unauthorized external access.</li> <li>b. Retention and Protection of Access Logs – Records of access to</li> </ul>




Category of Measures	Details
	<ul style="list-style-type: none"> <li>personal information processing systems (web logs, summary information, etc.) are retained and managed for at least one year and protected against forgery, alteration, theft, or loss.</li> <li>c. Encryption of Personal Information – Users' personal information is encrypted for storage and management. Important data is encrypted during both storage and transmission, and additional security features are applied.</li> <li>d. Technical Measures Against Hacking and Other Threats – To prevent leakage or damage of personal information due to hacking or computer viruses, security programs are installed, regularly updated, and monitored. Systems are placed in controlled areas and monitored and blocked against unauthorized external access.</li> </ul>
Physical Measures	<ul style="list-style-type: none"> <li>a. Access Control for Unauthorized Personnel – Physical storage areas containing personal information systems are separated and protected, and procedures for controlling and restricting access are established and implemented.</li> </ul>






## 11. Installation, Operation, and Rejection of Automated Personal Information Collection Devices [목록으로 이동](#)

- ① Foodpolis uses cookies to provide users with personalized services by storing and retrieving usage information as needed.
- ② A cookie is a small piece of data sent from the web server (HTTP) operating the website to the user's computer browser and is stored on the user's PC or mobile device.
- ③ Data subjects can set their web browser options to allow or block cookies. However, if cookies are rejected, difficulties may arise in using certain customized services.

▷How to Allow/Block Cookies in Web Browsers

브라우저	설정 방법
 Edge	Web browser: Click the "... " icon in the upper-right corner → New InPrivate window (Shortcut: Ctrl+Shift+N)
 Chrome	Web browser: Click the " : " icon in the upper-right corner → New Incognito window (Shortcut: Ctrl+Shift+N)
 Whale	Web browser: Click the " : " icon in the upper-right corner → Settings → Privacy → Clear browsing data

▷How to Allow/Block Cookies in Mobile Browsers

Browser	Setup Method
 Edge	Mobile device settings: Settings → Safari → Advanced → Block All Cookies
 Chrome	Mobile browser: Tap the " : " icon in the upper-right corner → New Incognito tab
 Samsung internet	Mobile browser: Tap the Tabs icon at the bottom → Turn on Secret mode → Start



## 12. Personal Information Protection Officer [목록으로 이동](#)

- ① Foodpolis assumes overall responsibility for all tasks related to the processing of personal information and has designated the following Personal Information Protection Officer (CPO) to oversee personal information processing and to handle complaints and requests for damage relief from data subjects.

Position	Department	Person in Charge	Contact Information	
Personal Information Protection Officer (CPO)	Management and Planning Division	General Manager Jihyun Kim	Extension	063-720-0503
			E-mail	breadjh64@foodpolis.kr
			Fax	063-720-0831
Personal Information Protection Manager	Management and Planning Division Digital Department	Project Manager(Junior) Junyong Ji	Extension	063-720-0587
			E-mail	wnsdyds403@foodpolis.kr
			Fax	063-720-0831

- ② Data subjects may contact the Personal Information Protection Officer and the relevant staff member for any inquiries, complaints, or requests for damage relief related to personal information protection that arise while using the services of Foodpolis.

Foodpolis will respond to and handle such inquiries without delay.

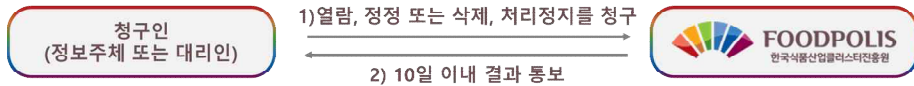


## 13. Request for Access to Personal Information [목록으로 이동](#)

- ① In accordance with Article 35 of the Personal Information Protection Act of Korea, data subjects may request access to their personal information through the Personal Information Protection Organization of Foodpolis. Foodpolis will make every effort to ensure that such access requests are processed promptly.

※ Requests may be submitted by fax, e-mail, postal mail, in person, or by telephone.





- Department for Receiving and Processing Requests for Access to Personal Information

Position	Department	Person in Charge	Contact Information	
Personal Information Protection Manager	Management and Planning Division Digital Department	Project Manager(Junior) Junyong Ji	Extension	063-720-0587
			E-mail	wnsdyds403@foodpolis.kr
			Fax	063-720-0831

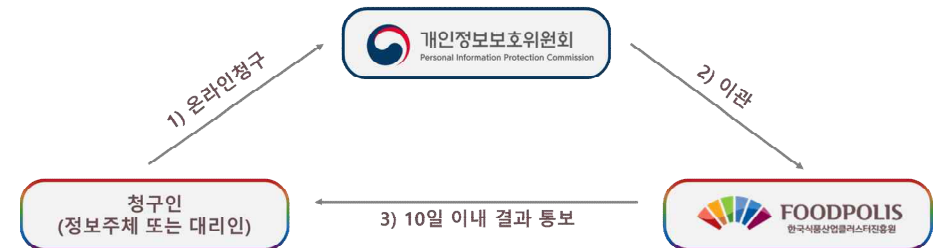
② In addition to the Personal Information Protection Organization, data subjects may also submit requests for access to their personal information to the department listed below.

Department Name	Contact Information
Administrative Department	063-720-0721
Planning and Coordination Department	063-720-0517
Policy Support Department	063-720-0720
Cluster Management Department	063-720-0731
Startups Education Department	063-720-0732
Future Foods Department	063-720-0733
Functional Foods Department	063-720-0735
Technical Support Department	063-720-0739
Validation Support Department	063-720-0761
Corporate Support Center	063-720-0593
Infrastructure Department	063-720-0712
Integrity Department	063-720-0692

③ Data subjects may also request access to their personal

information through the Personal Information Protection Portal ([www.privacy.go.kr](http://www.privacy.go.kr)) operated by the Personal Information Protection Commission, in addition to the department responsible for receiving and processing such requests.

※ Personal Information Protection Portal → Personal Services → Exercise of Data Subject Rights → Request for Access to Personal Information (Identity verification: I-PIN or mobile phone) ▶ Direct Link



## 14. Remedies for Infringement of Data Subject Rights

목록으로 이동

① To seek remedies for personal information infringements, data subjects may apply for dispute resolution or consultation to the Personal Information Dispute Mediation Committee, the Personal Information Infringement Report Center of the Korea Internet & Security Agency (KISA), or other relevant organizations. For other reports or consultations regarding personal information infringements, please contact the institutions listed below.

Organization Name	Responsibilities	Responsibilities	Website
Personal Information Dispute Mediation Committee	Reporting and consultation on personal information infringement	1833-6972 (nationwide, no area code)	www.kopico.go.kr
Personal Information Infringement Report Center	Application for personal information dispute mediation and collective dispute mediation (civil)	118 (nationwide, no area code)	privacy.kisa.or.kr
Cyber Bureau of the Korean National Police Agency	Investigation of crimes related to personal information infringement	182 (nationwide, no area code)	ecrm.police.go.kr

- ② Foodpolis is committed to protecting the right of data subjects to self-determination of personal information and to providing consultation and remedies for damages caused by personal information infringements.

For any reports or consultations, please contact the department in charge listed below.

- Personal information-related customer consultation and reporting

Organization Name	Responsibilities	Responsibilities	Website
Personal Information Dispute Mediation Committee	Reporting and consultation on personal information infringement	1833-6972 (nationwide, no area code)	www.kopico.go.kr
Personal Information Infringement Report Center	Application for personal information dispute mediation and collective dispute mediation (civil)	118 (nationwide, no area code)	privacy.kisa.or.kr
Cyber Bureau of the Korean National Police Agency	Investigation of crimes related to personal information infringement	182 (nationwide, no area code)	ecrm.police.go.kr

- ③ In accordance with Articles 35 (Access to Personal Information), 36 (Rectification or Deletion of Personal Information), and 37 (Suspension of Processing of Personal Information) of the Personal Information Protection Act of Korea, any person whose rights or interests have been infringed by a disposition or omission of a public institution may file an administrative appeal under the Administrative Appeals Act.

\* Online Administrative Appeals: Dial 110 (no area code required)

Organization Name	Responsibilities	Responsibilities	Website
Central Administrative Appeals Commission (Online Administrative Appeals)	Supports citizens in easily obtaining remedies when their rights and interests have been infringed by unlawful or unreasonable dispositions of administrative agencies	110 (nationwide, no area code)	<a href="http://www.simpan.go.kr">www.simpan.go.kr</a>



## 15. Processing of Personal Information of Children Under the Age of 14 [목록으로 이동](#)

- ① When it is necessary to obtain consent for processing the personal information of a child under the age of 14, Foodpolis obtains consent from the child's legal representative in accordance with Article 22-2 of the Personal Information Protection Act of Korea.
- ② When obtaining consent from a legal representative for the processing of a child's personal information under the age of 14, Foodpolis may request only the minimum necessary information such as the legal representative's name and contact information, require the legal representative to indicate consent on the website where the consent content is posted, and verify such consent by sending a confirmation text message to the legal representative's mobile phone.
- ③ For more detailed information, please refer to the Guidelines on the Protection of Personal Information of Children and Adolescents (click).



## 16. Processing of Pseudonymized Information [목록으로 이동](#)

- ① For the purposes of compiling statistics, conducting scientific research, or preserving records for the public interest, Foodpolis may pseudonymize collected personal information so that individuals cannot be identified.

However, Foodpolis is not currently processing any pseudonymized information.

If pseudonymized information is processed in the future, the details will be disclosed through this Privacy Policy.

- ② When processing pseudonymized information, Foodpolis will take technical, administrative, and physical measures to ensure security—such as storing additional information required to re-identify the data separately—in accordance with Article 28-4 of the Personal Information Protection Act of Korea.
- ③ Upon expiration of the retention period for pseudonymized information, Foodpolis will promptly destroy such pseudonymized data.



## 17. Possibility of Disclosure of Sensitive Information and How to Choose Non-Disclosure [목록으로 이동](#)

During the provision of goods or services, personal information disclosed by Foodpolis may include sensitive information of the data subject, such as health data or political opinions, which could potentially infringe on the data subject's privacy.

- ② In services such as the expert listings on the Food-eum platform, Foodpolis takes measures to reduce the possibility of disclosing personal information by partially masking contact details or other identifiable data.
- ③ Data subjects can prevent the disclosure of sensitive information by adjusting privacy settings, such as setting posts to private.

- How to set posts as private
- Digital Food Information Platform: Q&A → Register Question → Secret Post → "Enable"
- Food-eum: Questions and Answers → Register → Secret Post → "Yes"



## 18. Management of Recorded or Video-Recorded Materials from Civil Complaints and Consultations

목록으로 이동

- ① To protect staff members responsible for handling civil complaints (hereinafter referred to as "complaint officers") from unlawful acts or obstruction of official duties that may occur during the processing and handling of civil complaints, and to create a safe working environment, Foodpolis records or video-records the content of civil complaint consultations.
- ② When recording or video-recording to protect complaint officers, Foodpolis provides prior notice of such recording through the following methods. However, in emergencies—such as when verbal abuse or violence has occurred or is imminent—recording or video-recording may be carried out without prior notice.
  - When civil complaints are handled by telephone: notification through a call connection tone or prior verbal announcement
  - When civil complaints are handled in person: posting of a recording notice and verbal announcement at the beginning of the consultation
- ③ Any audio or video files recorded during civil complaint consultations are subject to security measures such as access

restrictions and password protection to prevent unauthorized access.

- ④ Data subjects may request access to their own recorded consultation files.

However, such access may be denied if it is likely to infringe on another person's privacy or freedom, considering the content of the recordings and the circumstances in which they were made.

- ⑤ In accordance with Article 4 of the Act on the Handling of Civil Complaints and Article 4 of its Enforcement Decree, and Article 18(2)(7) of the Personal Information Protection Act of Korea, Foodpolis may provide recorded consultation files to competent investigative agencies or the court without the separate consent of the data subject for the purpose of filing complaints or accusations related to exceptional civil complaints.



## 9. Operation and Management of Fixed and Mobile Video Surveillance Equipment

목록으로 이동

- ① Foodpolis installs and operates fixed and mobile video surveillance equipment for the following purposes.

Category	Purpose of Installation
Fixed Video Surveillance Equipment (CCTV)	<ul style="list-style-type: none"> <li>- Facility safety and fire prevention</li> <li>- Crime prevention and security for the safety of members</li> <li>- Monitoring of incoming/outgoing vehicles and detection of vehicle theft (for parking lot installations)</li> </ul>
Mobile Video Surveillance Equipment (Black Box, Digital Camera)	<ul style="list-style-type: none"> <li>- Filming for promotional videos and events</li> <li>- Crime prevention and security for the safety of members</li> <li>- Vehicle operation management and detection of vehicle theft</li> </ul>

- ② Data subjects who wish to request access to, confirmation of the existence of, or deletion of their personal video information processed by Foodpolis must submit a "Request Form for Access/Existence Confirmation of Personal Video Information" (click).

Such requests are limited to video information in which the data subject appears.

- ③ Upon receiving a request for access, confirmation of existence, or deletion of personal video information, Foodpolis will promptly take the necessary actions.

However, access may be restricted if required by applicable laws and regulations.

- ④ Detailed information on the video surveillance equipment installed and operated by Foodpolis is available in the separate "Policy on the Operation and Management of Video Surveillance Equipment" (click) published on this website.



## 20. Results of Personal Information Impact Assessments

[목록으로 이동](#)

① None of the personal information files operated by Foodpolis fall within the scope of a "Personal Information Impact Assessment" as defined in Article 33 of the Personal Information Protection Act of Korea.

② A Personal Information Impact Assessment is an evaluation that analyzes the potential risks of personal information infringement and identifies areas for improvement based on factors such as the number of data subjects (amount of personal information held) and the processing of sensitive or unique identification information (e.g., resident registration numbers).

▷ Concept

Category	Details
Concept	A systematic procedure to investigate, analyze, and assess in advance the impact on the privacy of both corporate customers and the public when introducing a new information system that utilizes personal

▷ Eligibility Criteria

Classification		Criteria for Mandatory Personal Information Impact Assessment	Applicability
During Establishment/Operation	50,000 persons	Contain sensitive information such as medical data or unique identification information such as resident registration numbers involving 50,000 or more data subjects	X
	500,000 persons	Involve interconnection with internal or external systems, resulting in personal information files covering 500,000 or more data subjects	X
	1,000,000 persons	Contain 1,000,000 or more data subjects	X
During Modification		Modify the operation of personal information files, such as a personal information search system, after having undergone a Personal Information Impact Assessment	X

- ③ Foodpolis conducts periodic internal reviews to assess the need for Personal Information Impact Assessments.

If any current or future personal information processing systems are determined to fall within the scope of a Personal Information Impact Assessment (click), Foodpolis will conduct such an assessment to investigate, analyze, and evaluate the potential impact on the personal information of data subjects.



## 21. Results of Personal Information Protection Level Assessment [목록으로 이동](#)

- ① To ensure the secure management of personal information, Foodpolis undergoes an annual "Public Institution Personal Information Protection Level Assessment" (formerly known as the

Personal Information Management Level Diagnosis) conducted by the Personal Information Protection Commission, in accordance with Article 11-2 of the Personal Information Protection Act of Korea.

- ② In the 2024 Personal Information Protection Level Assessment, Foodpolis received an "A" grade.

- Recent 5-year results: (2020) Insufficient → (2021) Moderate → (2022) S → (2023) B → (2024) A

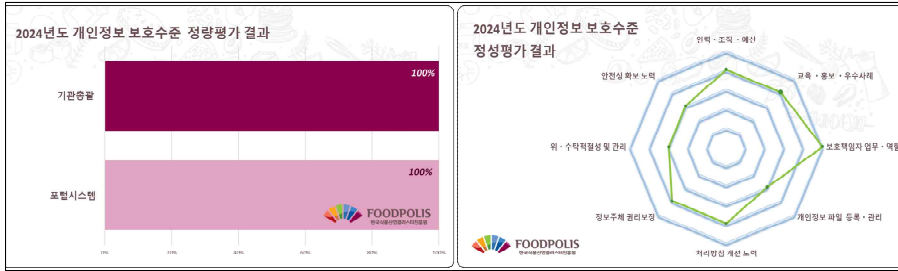
- Rating criteria: S: 90 points or higher, A: 80 points or higher, B: 70 points or higher, C: 60 points or higher, D: below 60 points

- Until 2022, "Good" (양호) was the highest rating.



지난 5년간 식품진흥원의 공공기관 개인정보 보호수준 평가 결과





- ③ Based on the 2024 assessment results, Foodpolis implemented the following improvement measure:
- Conducted internal reviews to determine whether any personal information files are subject to a Personal Information Impact Assessment.



## 22. Additional Efforts to Protect Personal Information

[목록으로 이동](#)

- ① Foodpolis makes every effort to protect the personal information of data subjects and, beyond the security measures required under the Personal Information Protection Act, undertakes the following additional efforts to enhance personal information protection.

Activity	Key Details
Vulnerability assessments and training	Vulnerability assessments of personal information processing systems (once a year) and malicious email response drills (twice a year)
Hosting joint councils	Joint councils to discuss best practices, future development plans, and operational directions, and to conduct personal information protection awareness activities such as campaigns and internal slogans
Encryption of personal information files	Cyber Safety Inspection Day with encryption of personal data files through DLP solutions (once a month)
Strengthening staff competencies	Personal Information Protection (PIP) certification and training for the personal information protection officer
Internal and external publicity	Internal and external promotional activities to raise personal information protection awareness (at least four times a year)
Review of the appropriateness of personal data collection	Reviews of the adequacy and validity of personal information collection and use consent forms (at least once a year)
Review of criteria for Personal Information Impact Assessments	Personal information impact assessments on data held by the agency (at least twice a year)



## 23. Amendments to the Privacy Policy [목록으로 이동](#)

- ① This Privacy Policy will take effect on September 00, 2025.
- ② Previous versions of this Privacy Policy can be reviewed at the links below:
- Privacy Policy (2025. 07. 21. ~ 2025. 09. 00.) [신규대조표](#) ▶ Direct Link
  - Privacy Policy (2024. 09. 13. ~ 2025. 07. 21.) [신규대조표](#) ▶ Direct Link
  - Privacy Policy(2024. 06. 29. ~ 2024. 09. 13.) [신규대조표](#) ▶ Direct Link

- Privacy Policy(2023. 11. 30. ~ 2024. 06. 29.) [신규대조표](#) ▶ Direct Link
- Privacy Policy(2023. 10. 4. ~ 2023. 11. 30.) ▶ Direct Link
- Privacy Policy(2022. 10. 14. ~ 2023. 10. 4.) ▶ Direct Link
- Privacy Policy(2022. 02. 17. ~ 2022. 10. 13.) ▶ Direct Link
- Privacy Policy(2021. 06. 16. ~ 2022. 02. 17.) ▶ Direct Link
- Privacy Policy(2020. 06. 10. ~ 2021. 06. 16.) ▶ Direct Link
- Privacy Policy(2019. 07. 01. ~ 2020. 06. 09.) ▶ Direct Link
- Initial Establishment January 1, 2019 (Previous Privacy Policy)  
▶ Direct Link