

INFORMATION NO-DISCLOSURE POLICY

POLICY

In this regard, the Corporation shall do the following:

- Know and abide by privacy and information non-disclosure laws and regulations that include controls for special information and personal information at the country where such information is collected, processed and used. Also, know and abide by Corporation instructions in this regard.
- Collect, process and use personal information for legal work purposes only, prior to establishing or updating any information collecting system(s) or using, disclosing or transporting it. Ensure abiding fully by all terms and requirements related to handling personal information.
- Refrain, as much as possible, to use information that is “unknown source and circulating”, “in-general and anonymous” or “ambiguous or hard to trace back to a specific person or authority”.
- Limit getting, accessing and processing personal information to concerned personnel and for work purposes.
- Care must be taken to deny access to personal information to non-authorized personnel during processing, and prevent sudden loss or damage of personal information.
- Notify line manager, Legal Affairs or officer upon discovering the use of personal information in violation of this policy, or upon discovering that security protection system that contains personal information has been or shall be jeopardized.