

# **Personal Data Protection Management Procedure (Appendix 9)**

Shinkong Synthetic Fibers Corporation

欣泛亞聚酯工業股份有限公司

Shinpont Industry Inc.

新科光電股份有限公司

**Category:** Management

**Document No.:** M32304

**Revision:** 01

**Prepared by:** General Administration Division

**Issued by:** General Administration Division

**Date of Issue:** August 1, 2022

## **I. Purpose**

The Company shall collect, process, use, and transmit personal data internationally in good faith, within the scope necessary for lawful and specific purposes and with a legitimate and reasonable connection to the purposes of collection. When departments collect, process, and use personal data in the course of business execution, they shall comply with the requirements of this Procedure so as to meet applicable legal and regulatory requirements.

## **II. Scope**

All employees of the Company who may come into contact with personal data held by the Company shall comply with this Procedure. Relevant personnel in charge shall take necessary measures to ensure that business partners, contractors, and cooperative vendors comply with the Company's personal data protection requirements.

## **III. Definitions**

(1) Personal Data: Any information that can directly or indirectly identify a natural person.

(2) Collection: Obtaining personal data by any means.

(3) Processing: Recording, inputting, storing, editing, correcting, duplicating, retrieving, deleting, outputting, linking, or internally transmitting personal data.

(4) Use: Using collected personal data for purposes other than Processing.

#### **IV. Responsibilities**

The General Administration Division is responsible for the management and supervision of the collection, processing, and use of personal data.

#### **V. Contents**

5.1 Collection of Personal Data

5.2 Processing of Personal Data

5.3 Use of Personal Data

#### **VI. References**

Personal Data Protection Act

#### **VII. Implementation and Amendment**

This Procedure shall be implemented upon approval by the General Manager. The same shall apply to any amendments.