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KT&G Information Security Policy



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KT&G Information Security Policy

Overview

Objective of Policy Establishment

KT&G Corporation (hereinafter “KT&G”) holds consumer trust as its most important value, and performs sustainable management and fulfills its social responsibilities by securely protecting intellectual property. KT&G makes efforts to provide consumers with stable and trustworthy services by thoroughly protecting intellectual property and the personal information of clients, executives, employees, etc., through strict policies and compliance with international and domestic laws on information protection such as the “Act on Promotion of Information and Communications Network Utilization and Information Protection, Etc.” and the “Personal Information Protection Act.”

Scope of Application

This policy applies to all executives and employees of KT&G and our worldwide subsidiaries, as well as members of all our business partners. All executives and employees of KT&G are required to comply with the policy unless otherwise specified by applicable local laws and regulations, the Articles of Incorporation, and other internal rules.

Scope of Responsibility

KT&G’s authoritative body for information security and personal information protection, the Security Committee, selects the CSO (Chief Security Officer) and CISO (Chief Information Security Officer), and also reviews and votes on enacting/amending internal regulations on information security, establishing an information security verification and security system, etc.

Basic principles

Inspection of information security system

The department in charge of information security shall periodically manage internal regulations, policies, etc., based on amendments to relevant laws and information security requirements, and shall also perform inspections and internal audits of confidentiality operations and personal information compliance.

Continuous Improvement of Information Security System

KT&G operates an appropriate information security system based on information security regulations, and continuously makes improvements in order to maintain and improve the information security system. Furthermore, KT&G is obtaining certification based on international information security standards for its information security and personal information security management systems in order to ensure objective public confidence in its information security, and performs annual reviews of the information security system and level of certification in order to maintain this public confidence.

Protection Intellectual Property

Only those granted the authority to manage intellectual property must be able to access intellectual property in order to ensure the confidentiality, integrity, and availability of intellectual property, and only the data necessary to perform the task in question shall be accessed.

Intellectual Property Risk Management

KT&G has established an intellectual property risk identification process in order to identify and manage intellectual property risks. As such, identification of intellectual property risk factors should be performed periodically, and plans for improvements regarding such risk factors implemented.

Response to Security Risks

Security risks must be prevented through periodic monitoring of information security activities. When a security risk occurs, there must be a prompt response and harm minimized by following the information security regulations, operating guidelines and the intrusion response manual. Afterwards, reoccurrence prevention plans must be established and implemented.

Roles and Responsibilities of Executives and Employees

Information security is a responsibility of the entire Company that demands active participation and cooperation from all executives and employees in order to continuously maintain and develop information security.

All executives and employees of KT&G shall comply with the relevant laws and regulations on KT&G’s information security, and must enhance the degree of information security awareness through information security training and participation in mock training.

Role and Responsibilities of External Workforce

In the event an employee of a Supplier, outsourcing company, or service company under contract with KT&G accesses the intellectual property of KT&G, they must comply with this Policy, KT&G’s regulations on information security, and the laws on information security.