

# Request for ( ☐ Reading ☐ Modification • Deletion ☐ Suspension of Processing ) of Personal Information

※ Please follow the directions below and only write the information inside the bold line. (Front)

Registration No.	Registration Date	Processing Within 10 days Period
Information Subject	Name	Telephone
	Date of Birth	
	Address	
Representative	Name	Telephone
	Date of Birth	Relation to Information Subject
	Address	
Request	<input type="checkbox"/> Reading	<input type="checkbox"/> Items and contents of personal information <input type="checkbox"/> Purpose of collection and use of personal information <input type="checkbox"/> Period of retention and use of personal information <input type="checkbox"/> Provision status of personal information to third parties <input type="checkbox"/> Facts and contents of consent to processing personal information
	<input type="checkbox"/> Modification • Deletion	※ Please write down the items of personal information you wish to modify or delete and the reasons.
	<input type="checkbox"/> Suspension of Processing	※ Please write down the subject, content, and reason for which you wish to suspend the processing of personal information.

The aforementioned request is made according to Article 41 (1), Article 43 (1), or Article 44 (1) of the Act's Implementation Decree, as well as Article 35 (1), Article 36 (1), or Article 37 (1) of the "Personal Information Protection Act."

YR MM DD

Requester

(Signature or Seal)

To KT&G

## How to Fill Out the Form

- Please fill in the 'Representative' column only when an agent is the requester.
- If you wish to request access to personal information, mark ☒ in the "Reading" field, select the item you want to view and mark ☒. If you fail to mark it, it will be regarded as if you did not request to read the item.
- If you wish to request modification/deletion of personal information, mark ☒ in the "Modification/Deletion" column and write down the item of personal information to be modified or deleted and the reason.
- If you wish to request the suspension of processing of personal information, mark ☒ in the "Suspension of Processing" column and write down the subject and details of the request for suspension of processing and the reason.

## Processing Procedure

This request is handled as described below.

Requester

Processing Organization

Personal Information Manager

Creation of the request

Decision on whether to read or not

Notification

Creation of a notice

