

# Privacy Policy of MediTrans Translation System

**Effective Date: February 16, 2023**

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**Version: 1.0**

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## 1. Introduction

MediTrans Translation System is committed to protecting the personal information of our users. In accordance with Article 30 of the Personal Information Protection Act, we have established and disclosed this personal information processing policy to ensure the security and privacy of our users' data.

## 2. Consent to Collection and Use of Personal Information

By registering as a member, you consent to collecting and using your personal information as outlined in this policy. If you disagree, you may not be able to use our services.

## 3. Personal Information Collected

To utilize our personalized or membership services, you must register as a member. During the registration process, we collect the following mandatory information:

- ID
- Password
- Name
- Department
- Employee/Student Number
- Mobile Phone Number
- Email Address

Additionally, we may collect the following information during your use of our services:

- IP Address
- Cookies
- Service Usage History

- Device Information (collected in a manner that protects the original value of your device's unique information)

#### 4. Purpose of Use of Collected Personal Information

Your personal information is used for the following purposes:

- **Member Management:** Confirming registration intent, verifying identity, and managing user accounts.
- **User Protection and Service Operation:** Preventing illegal activities, managing complaints, and ensuring a secure usage environment.
- **Service Development and Improvement:** Enhancing user experience and maintaining a safe online environment.

#### 5. Retention Period and Destruction Procedure of Personal Information

We retain your personal information only as long as necessary for the purposes outlined in this policy:

- Upon membership withdrawal, your personal information is deleted immediately.
- Certain information may be retained for specified periods as mandated by law, such as:
  - **Consumer Protection in E-commerce:** Records retained for 5 years.
  - **Consumer Complaints:** Records retained for 3 years.
  - **Electronic Financial Transactions:** Records retained for 5 years.
  - **Login Records:** Retained for 3 months.

For members inactive for 1 year, personal information will be managed separately in accordance with the Personal Information Validity Period System.

#### 6. Client Information Received via Email

We may collect personal information from clients through email correspondence. This information is used solely for the purpose of providing our translation and writing services. The following types of information may be collected:

- Name
- Contact Information (email, phone number)
- Project Details
- Any other relevant information provided by the client

We ensure that all client information received via email is stored securely and is accessible only to authorized personnel. Client information will not be shared with third parties without explicit consent.

## **7. Right to Refuse Consent**

You have the right to refuse consent to the collection and use of your personal information. However, if you do not provide the necessary information during registration, you may not be able to register as a member.

## **8. Membership Withdrawal**

You can withdraw your membership anytime by visiting the My Information Modification page. Your personal information will be deleted immediately upon withdrawal.

- Membership Withdrawal Link: [Membership Withdrawal](#)

## **9. Personal Information Protection Officer**

- Officer: Giai Kwon, Managing Director
- Department: MediTrans Customer Service Department
- Email: [info@meditrans.co.kr](mailto:info@meditrans.co.kr)

## 10. Changes to Personal Information Processing Policy

MediTrans Translation System may update this Privacy Policy as necessary. We will inform you of significant changes via email, notifications within the service, or by posting them on our website for at least 7 days. For major changes, we will provide at least 30 days' notice before they take effect. If you disagree with the changes, you may no longer be able to use certain services.

This policy is governed by the laws of the Republic of Korea. Any disputes related to this policy will be handled according to the procedures outlined in the Civil Procedure Act of the Republic of Korea.

## 11. Contact Information

For any questions or concerns regarding this Privacy Policy or our data practices, please contact us at:

- **Email:** [info@meditrans.co.kr](mailto:info@meditrans.co.kr)