개인정보처리방침

Procedure

Owner: Head of Compliance, Korea

November 2025, Version 4.0

Purpose	The purpose of this Procedures is to establishes and implements personal information processing procedure of Seoul Branch in order to protect the personal information and associated rights and interests of an information owner and to facilitate the handling personal information.
Scope	Natixis Asia Limited, Seoul Branch
Version	4.0
Policy Owner	Head of Compliance, Korea
Policy Manager	
Approver(s)	Seoul Management Committee
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Revision History

Version	Date	Description of Revision	Author / Preparer	Reviewer	Approver
1.0	04/03/2023	Establishment	Christina Lee, Head of Risk, Korea		Seoul Management Committee
2.0	04/17/2024	Revision of in-charge staff & Appendix revision (Art 9)	Myung Jin Koo, Head of Compliance, Korea	Heads of IT & HR, Korea	Seoul Management Committee
3.0	04/16/2025	Updated Consent letter for Employee in Appendix 1 with the latest	Myung Jin Koo, Head of Compliance, Korea	Heads of IT & HR, Korea	Seoul Management Committee
4.0	11/19/2025	Addition of Appendix 2 and format changes to comply with Global Governance Management Framework Policy	Myung Jin Koo, Head of Compliance, Korea		Seoul Management Committee

<개인정보처리자의 개인정보처리방침>

나틱시스 증권 서울지점(이하 "나틱시스 증권")은 개인정보보호법 제30조에 따라 정보주체의 개인정보 및 권익을 보호하고 개인정보와 관련한 정보주체의 고충을 원활하게 처리할 수 있도록 다음과 같은 처리방침을 두고 있습니다.

제1조(개인정보의 처리 목적)

나틱시스 증권은 개인정보를 다음 각 호의 목적을 위해 처리합니다. 처리한 개인정보는 다음의 목적 이외의 용도로는 사용되지 않으며, 이용 목적이 변경될 시에는 관련 법령상 허용되는 경우가 아닌 한, 사전 동의를 구할 것입니다.

1. **임직원 관리(임직원 정보 수집 관련)**

- 인력관리: 채용, 퇴직, 승진, 평가, 보상, 상벌, 부서이동, 배치, 전보 등
- 경력관리: 재직증명서·경력증명서·퇴직증명서 등 본인의 회사 근무 사실 관련 증명서의 발급 및 해당 사실의 확인 등
- 급여관리: 기본급, 수당, 상여금, 퇴직금 (또는 퇴직연금) 등
- 복리후생: 적금, 보험, 의료지원, 대부 제공, 휴가, 주차, 콘도신청 등
- 세금/보험처리: 4대보험 등 법정 보험 및 소득세 등 세금의 납부 및 공제 등
- 근로관계 법규준수 및 근로계약의 이행: 고용계약의 이행, 회사 제반 내부 규정의 준수, 임직원에 대한 균등한 처우와 기회의 제공, 보훈대상자 확인 및 처우 제공, 고용관련 법규, 산업안전·보건 관련 법규, 외국인 근로자 관련법규 등에 의거하여 회사에 부과되는 모든 법적·행정적 의무의 준수 등
- 보안 관련: 회사에서 처리되는 정보의 보호, 보안 시스템의 유지·향상·점검, 사내에서 발생 가능한 범죄, 비리 등의 예방 및 증거수집, 연락처 공유와 비상연락망 구축 등
- 기타 국내외 법령의 준수: 기타 금융기관으로서 준수하여야 할 국내외의 법령 준수 및 외국계열사의 외국 법령 준수, 국내외의 정부, 금융감독기관이 감독 행위에 대한 협조 등

2. **법인 고객과의 (금융)거래(법인고객의 임직원 정보 수집 관련)**

- (금융)거래의 설정 여부의 판단 및 (금융)거래 관계의 설정, 유지, 이행 및 관리 등
- 금융사고 조사, 분쟁해결, 민원처리 등

제2조(처리하는 개인 정보의 항목)

① 나틱시스 증권이 제1조에 정한 목적을 달성하기 위해 처리하는 개인정보의 항목 및 수집 방법은 다음과 같

습니다.

1. 임직원의 경우

필수적 정보

- 성명, 사진, 생년월일, 주소, 자택 전화번호, 휴대폰 전화번호, 전자우편 계정, 성별, 병역사항, 출생지, 가족관계(가족과의 관계, 성명, 연령, 직업, 동거 여부, 가족의 주민등록번호 포함), 차량 번호 등

- 학력(학교, 소재지, 전공, 입학 및 졸업연도, 졸업 여부, 학점 등), 경력(근무지, 직책, 담당업무, 근무연한 등), 자격, 수상/징계 내역, 입사일, 소속 부서, 직책, 직무 등

- 급여 수령을 위한 은행 등 금융기관 계좌번호 등

- 회사 전자우편 계정을 통하여 송수신한 이메일, 회사 전화를 사용한 통화내용 기타 회사 통신장비를 통한 메신저의 내용 등

- 근무태도, 업무성과, 대고객 관계에 대한 평가 등

- 회사 내 영상정보처리기기를 이용하여 수집한 영상 등

- 지문, 홍채 등 바이오 정보 등

선택적 정보

- 결혼기념일, 보훈 사항, 등록기준지, 취미 등

2. 법인 고객의 임직원의 경우

- 성명, 주소, 전화번호, 휴대폰 번호, 전자우편 계정

- 소속 회사 및 소속 부서, 직책, 직무 등

3. 영상 정보 - 나틱시스 증권은 사업장에 출입하는 임직원 및 방문객의 출입 영상을 녹화하는 영상정보처리기기를 설치·운영하고 있습니다.

② 나틱시스 증권은 정보주체의 사생활을 침해할 우려가 있는 민감정보에 대해서는 원칙적으로 수집하지 않으며, 필요한 경우 정보주체의 별도 동의를 받아 소집하고 동의 목적을 위해서만 제한적으로 이용합니다. 다만, 민감정보의 정확성, 최신성을 주기적으로 확인합니다.

③ 직원 정보는 홈페이지, 면담, 서면, 팩스, 전화, 이메일, 정보수집 프로그램 등을 통하여 수시로 수집합니다. 반면, 법인 고객의 임직원 정보는 제공자인 법인 고객이 해당 임직원의 개인정보를 적법하게 제공하는 것을 전제로 명함, 거래 문서 등의 각종 서면, 전화, 이메일 등을 통하여 거래시 또는 계좌개설시 수집합니다.

제3조(개인정보의 처리 및 보유기간)

① 제1조에 기재한 목적으로 수집된 정보주체의 개인(신용)정보는 위에 기재한 수집·이용의 목적을 모두 달성할 때까지 보유·이용될 것이며, 법령에 따라 해당 개인(신용)정보를 보존해야 하는 의무가 존재하지 않는 이상, 해당 개인(신용)정보가 불필요하게 된 것이 확인된 때에는 파기될 것입니다.

제4조(개인 정보의 제3자 제공)

① 나틱시스 증권은 원칙적으로 정보주체의 개인정보를 제1조에서 명시한 목적 범위 내에서 처리하며, 정보주체의 사전 동의 없이는 본래의 범위를 초과하여 처리하거나 제3자에게 제공하지 않습니다. 단, 다음의 각 호의 경우에는 정보주체 또는 제3자의 이익을 부당하게 침해할 우려가 있을 때를 제외하고는 개인정보를 목적 이외의 용도로 이용하거나 이를 제3자에게 제공할 수 있습니다.

1. 정보주체가 사전에 제3자 제공 및 공개에 동의한 경우

2. 다른 법률에 특별한 규정이 있는 경우

3. 정보주체 또는 그 법정대리인이 의사표시를 할 수 없는 상태에 있거나 주소 불명 등으로 사전 동의를 받을 수 없는 경우로서 명백히 정보주체 또는 제3자의 급박한 생명, 신체, 재산의 이익을 위하여 필요하다고 인정되는 경우

② 나틱시스 증권은 다음 각호와 같이 임직원의 개인정보를 제공하고 있습니다. 상세한 내용은 첨부된 개인정보제공동의서를 참조하시기 바랍니다.

- 제공받는 자: 계열 회사, 업무수탁업체 등

- 제공받는 자의 이용 목적: 직원/노무관리, 근로계약의 은행, 법령 준수 등

- 개인정보 제공항목: 개인식별정보, 학력, 경력, 가족관계 등

- 개인정보 보유 기간: 위에 기재한 제공 목적을 모두 달성할 때까지 보유·이용될 것이며, 법령에 따라 해당 개인(신용)정보를 보존해야 하는 의무가 존재하지 않는 이상, 해당 개인(신용)정보가 불필요하게 된 것이 확인된 때에는 파괴될 것입니다.

③ 나틱시스 증권은 정보주체의 동의를 받거나 개인정보보호법 제15조 제1항 제2호, 제3호 및 제5호에 따라 개인정보를 제공하는 경우에는 개인정보보호법 제17조 제2항 각호의 사항과 개인정보의 열람, 정정·삭제, 처리 정지 등의 요구를 할 수 있다는 사실을 고지하지 아니합니다.

제5조(개인 정보처리 위탁)

① 나틱시스 증권은 원칙적으로 정보 주체의 동의 없이 해당 개인정보의 처리를 타인에게 위탁하지 않습니다. 다만, 다음 각 호와 같은 경우에 있어서는 개인정보보호법 제26조에 정한 바와 같이 다음과 같은 경우에는 개

인정보의 처리를 위탁하고 있습니다. 그 상세한 내용은 개인정보 제공동의서를 참조하시기 바랍니다.

1. 수탁자: 회계법인, 업무수탁 업체 등

2. 위탁의 목적: 직원의 급여 처리 등의 위탁업무 수행 등

3. 개인(신용)정보 제공 항목: 개인의 식별 정보, 고유식별정보, 가족관계, 급여 등

4. 개인정보 보유 기간: 개인(신용)정보는 위에 기재한 위탁 목적을 모두 달성할 때까지 보유·이용될 것이며, 법령에 따라 해당 개인(신용)정보를 보존해야 하는 의무가 존재하지 않는 이상, 해이 개인(신용)정보가 불필요하게 된 것이 확인된 때에는 확인될 것입니다.

② 위탁계약 시 개인정보보호 관련 법규의 준수, 개인정보에 관한 제3자 제공 금지 및 책임 부담 등을 명확히 규정하고, 당해 계약 내용을 서명 및 전자 보관하고 있습니다. 업체 변경 시 개인정보처리방침의 변경 등을 통해 고지하겠습니다.

제6조(정보주체의 권리·의무 및 그 행사 방법)

① 정보주체는 나틱시스 증권이 처리하는 본인 및 14세 미만 아동(법정대리인만 해당)의 개인정보의 열람을 요구할 수 있습니다.

② 자신의 개인정보를 열람한 정보주체는 사실과 다르거나 확인할 수 없는 개인정보에 대하여 나틱시스 증권에 정정 또는 삭제를 요구할 수 있습니다. 다만, 다른 법령에서 그 개인정보가 수집 대상으로 명시되어 있는 경우에는 그 삭제를 요구할 수 없습니다.

③ 정보주체가 개인정보의 오류에 대한 정정 및 삭제를 요청한 경우에는 정정 및 삭제를 완료할 때까지 당해 개인정보를 이용 또는 제공하지 않습니다. 이 경우, 잘못된 개인정보를 이용 또는 제공한 경우 지체없이 수정하겠습니다.

④ 정보주체는 나틱시스 증권에 대하여 자신의 개인정보처리의 정지를 요구할 수 있습니다. 다만, 다음 각호의 어느 하나에 해당하는 경우에는 나틱시스 증권은 해당 사유를 정보주체에게 알리고, 처리정지 요구를 거절할 수 있습니다.

1. 법률에 특별한 규정이 있거나 법령상 의무를 준수하기 위하여 불가피한 경우
2. 다른 사람의 생명·신체를 해할 우려가 있거나 다른 사람의 재산과 그 밖의 이익을 부당하게 침해할 우려가 있는 경우
3. 개인정보를 처리하지 아니하면 정보 주체와 약정한 서비스를 제공하지 못하는 등 계약의 이행이 곤란한 경우로서 정보 주체가 그 계약의 해지 의사를 명확하게 밝히지 아니한 경우

⑤ 나틱시스 증권이 정보주체의 요청에 의해 해지 또는 삭제하는 개인정보는 제3조 개인정보의 처리 및 보유기간에 따라 처리합니다.

제7조(개인 정보의 파기)

① 나틱시스 증권은 개인정보의 보유기간이 경과된 경우에는 다음 각 호의 사유가 없는 한 보유기간의 종료일로부터 5일 이내에, 개인정보의 처리 목적 달성, 사업의 종료 등 그 개인정보가 불필요하게 되었을 때에는 다음 각 호의 사유가 없는 한 개인정보의 처리가 불필요한 것으로 인정되는 날로부터 5일 이내에 그 개인 정보를 파기합니다.

1. 법령에 따라 보존하여야 하는 경우

2. 기타 이와 유사한 정당한 사유가 있는 경우

② 개인 정보가 기록된 출력물, 서면 등은 파쇄 또는 소각의 방법으로 파기하고, 전자적 파일형태의 개인정보는 복원이 불가능한 방법으로 영구 삭제하는 방법으로 파기합니다.

제8조(개인 정보의 안전성 확보 조치)

나틱시스 증권은 개인정보보호법 제29조에 따라 다음 각 호와 같이 안전성 확보에 필요한 기술적/관리적 및 물리적 조치를 하고 있습니다.

1. 개인정보 취급 직원의 최소화

   개인정보를 취급하는 직원을 지정하고 담당자에 한정시켜 최소화하여 개인정보를 관리하는 대책을 시행하고 있습니다.

2. 개인정보의 암호화

   이용자의 개인정보 및 비밀번호는 암호화되어 저장 및 관리되고 있어, 본인만이 알 수 있으며 중요한 데이터는 파일 및 전송 데이터를 암호화 하거나 파일 잠금 기능을 사용하는 등의 별도 보안기능을 사용하고 있습니다.

3. 해킹 등에 대비한 기술적 대책

   나틱시스 증권은 해킹이나 컴퓨터 바이러스 등에 의한 개인정보 유출 및 훼손을 막기 위하여 보안프로그램을 설치하고 주기적인 갱신 및 점검을 하며 외부로부터 접근이 통제된 구역에 시스템을 설치하고 기술적/물리적으로 감시 및 차단하고 있습니다.

4. 개인정보에 대한 접근 제한

   개인정보를 처리하는 데이터베이스 시스템에 대한 접근 권한의 부여, 변경, 말소를 통하여 개인정보에 대한 접근통제를 위하여 필요한 조치를 하고 있으며 침입차단 시스템을 이용하여 외부로부터의 무단 접근을 통제하고 있습니다.

5. 문서 보안을 위한 잠금장치 활용

   개인정보가 포함된 서류, 보조저장매체 등을 잠금 장치가 있는 안전한 장소에 보관하고 있습니다.

6. 비인가자에게 대한 출입통제

   개인정보를 보관하고 있는 물리적 보관장소를 별도로 두고 이에 대해 출입통제 절차를 수립, 운영하고 있습니다.

제9조(개인정보 보호책임자 등)

① 나틱시스 증권은 개인 정보를 보호하고 개인정보와 관련한 불만을 처리하기 위하여 아래와 같이 개인정보 보호법 제31조 제1항에 따른 개인정보 보호책임자를 지정하고 있습니다.

	개인정보 보호책임자	개인정보 관리책임자
소속/직책	준법감시인	정보기술부 부서장
성명	구명진	최양현
전화번호	+822 6021 7640	822 6021 7632

② 나틱시스 증권의 개인정보 열람 청구를 접수·처리하는 부서 및 담당자는 다음과 같습니다.

담당부서	직책	성명	전화번호	근무시간
인사부	인사/업무담당자	남인옥	+822 6021 7630	9AM-6PM

③ 나틱시스 증권은 개인정보 보호책임자, 개인정보 관리책임자 및 개인정보 열람 청구 담당자를 지정하거나 변경하는 경우 지정 및 변경 사실, 성명과 부서의 명칭 및 전화번호 등 연락처를 개인정보처리(취급)방침의 변경을 통해 고지하겠습니다.

제10조(개인정보처리방침의 변경)

이 개인정보처리방침은 시행일로부터 적용되며, 법령 및 방침에 따른 변경 내용의 추가, 삭제 및 정정이 있는 경우에는 변경 사항의 시행 7일 전부터 개인정보처리방침의 변경을 통하여 고지할 것입니다.

제11조(권익침해 구제 방법)

정보주체는 개인정보침해로 인한 신고나 상담이 필요하신 경우 아래 기관에 문의하시기 바랍니다.

1. 개인정보분쟁조정위원회(www.kopico.go.kr/1833-6972)

2. 한국인터넷진흥원 개인정보침해신고센터(privacy.kisa.or.kr/118)

3. 개인정보보호협회(www.opa.or.kr/02-550-9500)

Appendix 1.

CONSENT FORM FOR PROCESSING THE PERSONAL INFORMATION (FOR EMPLOYEES)

To: Natixis Asia Limited Seoul Branch

I, upon reading and verifying the provisions as set out below, hereby consent to [Natixis Asia Limited Seoul Branch] (hereinafter, the "**Company**") processing (collection, use, transfer, etc.) my personal information as follows.

1. Consent to Collection and Use of Personal Information

(1) Consent to Collection and Use of General Personal Information

- Mandatory Collection and Use

Collected Items	• Name, date of birth, address, nationality, address on household registry, contact information (mobile phone number, home telephone number, emergency contact information), e-mail address, gender, photograph, video, account number at bank or other financial institution (including account holder, name of financial institution) • Date of commencement of employment, date of retirement, title/position (including date and details of change), responsible duties, department, workplace, type of employment (including date and details of change), employee ID, matters relating to leave of absence and reinstatement, evaluation on work attitude and performance, salary, desirable annual salary, references • Educational background (name of school, department/major, transfer/graduation status, date of entrance and graduation, grade), work experience (name of company, workplace, department, responsible duties, title, date of commencement of employment, date of retirement, service year, details of duties, evaluation on work attitude and performance) • Language ability (type of language, score/grade of language ability certification test, date of issuance, fluency), certification/license (type of certification, date of issuance, issuing authority, etc.), awards and sanctions, details of completion of training courses, matters relating to contact for misconduct or other HR-related business (including whistle blowing activities/cases of being reported) • Matters relating to family members (name, address, occupation, relationship (family situation, such as spouse, dependent and so forth), etc.) • Information on birth certificate, death certificate, marriage certificate • Personal information belonging to an individual or third party (name, work department/position, work address, email address, telephone number, fax number, login record, Microsoft user ID, and matters related to business communications, etc.) that can be processed/monitored through data processing/communication system (e.g. Teams), information processing devices such as computers, mobile devices, smartphones, information storage media, and email accounts.
Purposes of Collection and Use	• HR management and work allocation: recruitment, training, evaluation, retirement, promotion, compensation, sanction, transfer to other positions, assignment to departments, transfer to affiliates, attendance management, management of employee status, employee listing, publishing of internal Company bulletin, posting of internal bulletin board (department, contact, personnel statement, date of appointment, etc.), etc. • Career management: issuance of certificates relating to your employment with the Company, including certificate of employment, certificate of career, certificate of retirement and confirmation of the relevant facts; confirmation of evaluation on work attitude, performance, etc. from previous workplace; educational support (application for education at professional education institutions, etc.) • Payment of salaries: payment and management of basic salary, bonuses, allowances, expenses, congratulations and condolences payment, severance pay (or retirement annuity), etc. • Welfare: performance of welfare-related matters as set forth under applicable laws and regulations, employment agreement, rules of employment, etc. such as provision of leaves, payment of expenses for congratulations or language tuition, subscription to and maintenance of group insurance, medical checkup, etc. • Handling of tax/insurance: subscription to, maintenance, procurement, and forfeiture of, and withdrawal from social insurances (National Pension, National Health Insurance, Employment Insurance and Worker's Compensation Insurance) and payment and refund of premium of concerned insurance; report and payment of all types of taxes including income tax, resident tax, etc.; implementation of year-end settlement pursuant to the Income Tax Act; issuance of receipt of withholding tax; procurement of expenses for vocational development education, and provision of training and tuition subsidy pursuant to the Employment Insurance Act, etc. • Compliance with law/performance of contracts: performance of employment agreement; compliance with relevant internal regulations of the Company; offering of equal treatment and opportunities for members; performance of legal and administrative obligations imposed on the Company pursuant to applicable laws and regulations including those relating to labor relations (the Labor Standards Act, the Occupational Safety and Health Act, etc.) • Support for employees' work: reservation of transportation and accommodation, and payment of the relevant fees, etc.; production of business cards; issuance of corporate cards; publication and distribution of promotional materials of the Company; establishment of strategies on the operation of the Company and the Company's business activities, and preparation, execution and performance of reports, contracts, etc.; registration of visit and access by the Company's transaction counterparts; issuance and management of parking pass and access security card; management of computer account information, etc. • Security/contact/audit: sharing of contact information among employees of the Company and establishment of emergency contact network; contact for misconduct or other HR-related business; installation, maintenance and operation of CCTV for prevention of crime and fire and secure use of facilities, etc.; maintenance, improvement, and inspection of security system; prevention of and collection of related materials on potential work-related crimes, violation of internal regulations and other illegal acts
Period of Retention and Use	Unless otherwise obligated to preserve your personal information by applicable laws and regulations, the Company will retain and use your personal information until the date of resignation (however, for the purpose of issuing certificate of career for 3 years from the date of resignation, and if necessary under applicable laws and regulations, such personal information may also be retained for a period prescribed by law and regulations.)

- You have the right to refuse the collection and use of your general personal information by the Company as set forth above. However, if you refuse the mandatory collection and use of your general personal information, your employment status with Natixis will be impacted.

□ I have fully understood the Company's explanation on collection and use of general personal information and hereby consent thereto.

(2) Consent to Collection and Use of Unique Identification Information

- Mandatory Collection and Use

Collected Items	• Alien registration number (if employee concerned is a foreigner) • Tax ID for local employees • Passport number
Purposes of Collection and Use	• Subscription to, maintenance, procurement, and forfeiture of, and withdrawal from social insurances (National Pension, National Health Insurance, Employment Insurance and Worker's Compensation Insurance) and payment and refund of premium of concerned insurance; report and payment of all types of taxes including income tax, resident tax, etc.; implementation of year-end settlement pursuant to the Income Tax Act; issuance of receipt of withholding tax, etc. • Performance of employment agreement; issuance of corporate cards; compliance with relevant internal regulations of the Company; performance of legal and administrative obligations imposed on the Company pursuant to applicable laws and regulations including those relating to labor relations (the Labor Standards Act, the Occupational Safety and Health Act, etc.) • Application of employment visa to work in Korea
Period of Retention and Use	Unless otherwise obligated to preserve your personal information by applicable laws and regulations, the Company will retain and use your personal information until the date of resignation (however, for the purpose of issuing certificate of career for 3 years from the date of resignation, and if necessary under applicable laws and regulations, such personal information may also be retained for a period prescribed by law and regulations.)

- You have the right to refuse the collection and use of your unique identification information by the Company as set forth above. However, if you refuse the mandatory collection and use of your unique identification information, your employment status with Natixis will be impacted.

□ I have fully understood the Company's explanation on collection and use of unique identification information and hereby consent thereto.

(3) Consent to Collection and Use of Sensitive Information

- Mandatory Collection and Use

Collected Items	• Medical checkup results • Disability status, rank, disability registration number (if applicable), matters on disability registration
Purposes of Collection and Use	• HR management, Regulatory requirement improvement of work environment of the Company, etc. • Performance of welfare-related matters as set forth under employment agreement or rules of employment, etc. such as medical checkup and medical benefits, etc.
Period of Retention and Use	Unless otherwise obligated to preserve your sensitive information by applicable laws and regulations, the Company will retain and use your sensitive information until the date of resignation

- You have the right to refuse the collection and use of your sensitive information by the Company as set forth above. However, if you refuse the mandatory collection and use of your sensitive information, your employment status with Natixis will be impacted.

□ I have fully understood the Company's explanation on collection and use of sensitive information and hereby consent thereto.

2. Consent to Transfer of Personal Information to a Third Party

(1) Consent to Transfer of General Personal Information to a Third Party

- Mandatory Transfer

Recipient Name	Country where Recipient is Located	Recipient's Purpose of Using the Personal Information	Items of Personal Information to be Transferred	Period of Retention and Use by Recipient
Headquarters, regional office, and affiliated companies[1]	France Hong Kong Singapore India	• HR management and work allocation: recruitment, training, evaluation, retirement, promotion, compensation, sanction, transfer to other positions, assignment to departments, transfer to affiliates, attendance management, management of employee status, employee listing, publishing of internal Company bulletin, posting of internal bulletin board (department, contact, personnel statement, date of appointment, etc.), etc. • Career management: issuance of certificates relating to your employment with the Company, including certificate of employment, certificate of career, certificate of retirement and confirmation of the relevant facts; confirmation of evaluation on work attitude, performance, etc. from previous workplace; educational support (application for education at professional education institutions, etc.) • Payment of salaries: payment and management of basic salary, bonuses,	• Name, date of birth, address, nationality, address on household registry, contact information (mobile phone number, home telephone number, emergency contact information), e-mail address, gender, photograph, video, account number at bank or other financial institution (including account holder, name of financial institution) • Date of commencement of employment, date of retirement, title/position (including date and details of change), responsible duties, department, workplace, type of employment (including date and details of change), employee ID, matters relating to leave of absence and reinstatement, evaluation on work attitude and performance, salary, desirable annual salary, references • Educational background (name of school, department/major, transfer/graduation status, date of entrance and graduation, grade), work experience (name of	Until the recipient's purpose of using the personal information is achieved

1. For a list of affiliates of the Company, please visit
https://apac.cib.natixis.com/hong-kong
https://apac.cib.natixis.com/singapore
https://apac.cib.natixis.com/natixis-services-in-india
https://natixis.groupebpce.com/natixis/en/home-j_6.html

		allowances, expenses, congratulations and condolences payment, severance pay (or retirement annuity), etc. • Welfare: performance of welfare-related matters as set forth under applicable laws and regulations, employment agreement, rules of employment, etc. such as provision of leaves, payment of expenses for congratulations or language tuition, subscription to and maintenance of group insurance, medical checkup, etc. • Handling of tax/insurance: subscription to, maintenance, procurement, and forfeiture of, and withdrawal from social insurances (National Pension, National Health Insurance, Employment Insurance and Worker's Compensation Insurance) and payment and refund of premium of concerned insurance; report and payment of all types of taxes including income tax, resident tax, etc.; implementation of year-end settlement pursuant to the Income Tax Act; issuance of receipt of withholding tax; procurement of expenses for vocational development education, and provision of training and tuition subsidy pursuant to the Employment Insurance Act, etc. • Compliance with law/performance of contracts: performance of employment agreement; compliance with relevant internal regulations of the Company; offering of equal treatment and opportunities for members; performance of legal and administrative obligations imposed on the Company pursuant to applicable laws and regulations including those relating to labor relations (the Labor Standards Act, the Occupational Safety and Health Act, etc.) • Support for employees' work: reservation of transportation and accommodation, and payment of the relevant fees, etc.; production of business cards; issuance of corporate cards; publication and distribution of promotional materials of the Company; establishment of strategies on the operation of the Company and the Company's business activities, and preparation, execution and performance of reports, contracts, etc.; registration of visit and access by the Company's transaction counterparts; issuance and management of parking pass and access security card; management of computer account information, etc. • Security/contact/audit: sharing of contact information among employees of the Company and establishment of emergency contact network; contact for misconduct or other HR-related business; installation, maintenance and operation of CCTV for prevention of crime and fire and secure use of facilities, etc.; maintenance, improvement, and inspection of security system; prevention of and collection of related materials on potential work-related crimes, violation of internal regulations and other illegal acts	company, workplace, department, responsible duties, title, date of commencement of employment, date of retirement, service year, details of duties, evaluation on work attitude and performance) • Language ability (type of language, score/grade of language ability certification test, date of issuance, fluency), certification/license (type of certification, date of issuance, issuing authority, etc.), awards and sanctions, details of completion of training courses, matters relating to contact for misconduct or other HR-related business (including whistle blowing activities/cases of being reported) • Matters relating to family members (name, address, occupation, relationship (family situation, such as spouse, dependent and so forth), etc.) • Information on birth certificate, death certificate, marriage certificate • Personal information belonging to an individual or third party (name, work department/position, work address, email address, telephone number, fax number, login record, Microsoft user ID, and matters related to business communications, etc.) that can be processed/monitored through data processing/communication system (e.g. Teams), information processing devices such as computers, mobile devices, smartphones, information storage media, and email accounts.	
Marsh Korea, Inc.	Korea	• Register the group benefits insurance	• Name, date of birth, address, nationality, address on household registry, contact information (mobile phone number, home telephone number, emergency contact information), e-mail address, gender, photograph, video, account number at bank or other financial institution (including account holder, name of financial institution) • Date of commencement of employment, date of retirement, title/position (including date and details of change),	Until the recipient's purpose of using the personal information is achieved

			responsible duties, department, workplace, type of employment (including date and details of change), employee ID, matters relating to leave of absence and reinstatement, evaluation on work attitude and performance, salary, desirable annual salary, references • Personal information belonging to an individual or third party (name, work department/position, work address, email address, telephone number, fax number, login record, etc.) that can be processed/monitored through data processing/communication system, information processing devices such as computers, mobile devices, smartphones, information storage media, and email accounts.	

- You have the right to refuse the transfer of your general personal information by the Company to a third party. However, if you refuse the mandatory transfer of your general personal information, your employment status with Natixis will be impacted.

□ I have fully understood the Company's explanation on transfer of general personal information to a third party and hereby consent thereto.

(2) Consent to Transfer of Unique Identification Information to a Third Party

- Mandatory Transfer

Recipient Name	Country where Recipient is Located	Recipient's Purpose of Using the Personal Information	Items of Personal Information to be Transferred	Period of Retention and Use by Recipient
Headquarters, regional office, and affiliated companies[2]	France Hong Kong Singapore India	• Subscription to, maintenance, procurement, and forfeiture of, and withdrawal from social insurances (National Pension, National Health Insurance, Employment Insurance and Worker's Compensation Insurance) and payment and refund of premium of concerned insurance; report and payment of all types of taxes including income tax, resident tax, etc.; implementation of year-end settlement pursuant to the Income Tax Act; issuance of receipt of withholding tax, etc. • Performance of employment agreement; issuance of corporate cards; compliance with relevant internal regulations of the Company; performance of legal and administrative obligations imposed on the Company pursuant to applicable laws and regulations including those relating to labor relations (the Labor Standards Act, the Occupational Safety and Health Act, etc.) • Application of employment visa to work in Korea	• Alien registration number (if employee concerned is a foreigner) • Tax ID for local employees • Passport Number	Until the recipient's purpose of using the personal information is achieved
Marsh Korea, Inc	Korea	• Register the group insurance	• Alien registration number (if employee concerned is a foreigner) • Tax ID for local employees • Passport Number	Until the recipient's purpose of using the personal information is achieved

- You have the right to refuse the transfer of your unique identification information by the Company to a third party. However, if you refuse the mandatory transfer of your unique identification information, your employment status with Natixis will be impacted.

□ I have fully understood the Company's explanation on transfer of unique identification information to a third party and hereby consent thereto.

(3) Consent to Transfer of Sensitive Information to a Third Party

- Mandatory Transfer

Recipient Name (Telephone No.)	Country where Recipient is Located	Recipient's Purpose of Using the Personal Information	Items of Personal Information to be Transferred	Period of Retention and Use by Recipient
Headquarters, regional office, and affiliated	France Hong Kong	• HR management, regulatory requirement improvement of work environment of the	• Criminal and credit record	Until the recipient's purpose of using the

2. For a list of affiliates of the Company, please visit
https://apac.cib.natixis.com/hong-kong
https://apac.cib.natixis.com/singapore
https://apac.cib.natixis.com/natixis-services-in-india
https://natixis.groupebpce.com/natixis/en/home-j_6.html

companies[3]	Singapore India	Company, etc. • Performance of welfare-related matters as set forth under employment agreement or rules of employment, etc. such as medical checkup and medical benefits, etc.		personal information is achieved
Marsh Korea, Inc	Korea	• Register the group insurance	• Medical checkup results • Disability status, rank, disability registration number (if applicable), matters on disability registration • Passport Number	Until the recipient's purpose of using the personal information is achieved

- You have the right to refuse the transfer of your sensitive information by the Company to a third party. However, if you refuse the mandatory transfer of your sensitive information, your employment status with Natixis will be impacted.

□ I have fully understood the Company's explanation on transfer of sensitive information to a third party and hereby consent thereto.

3. Consent to the monitoring of computer and e-mail systems, etc.

With regards to computer, phone, email and other systems provided by the Company, the term "Communication Systems" in this written consent means computers and mobile phones and other communication devices and all communication methods provided by the Company, including, but not limited to, e-mail, internet, chat, phone and recording of conversations and correspondence by means of surveillance and other systems.

The Employee shall use the Communication Systems provided by the Company for work purposes only and refrain from using them for personal purposes.

All data prepared, amended, copied, received, sent, or saved in the Company's system shall be presumed to be the Company's property and the Company will restrict the Employee from using them for personal purposes.

In particular, it is strictly prohibited to send information and/or materials including, but not limited to, internal information or data classified as confidential for business purposes to an unauthorized person or organization, materials regarding personal information of other employees or information containing sexual abuse or racial discrimination, illegal and immoral materials, or political, social or religious materials which may cause social criticism.

The Company prohibits the Employee from using the Company's e-mail system for engaging in trading for personal profit or for connecting to securities-related sites during working hours.

The Employee shall strictly adhere to the above rules, and the Company may, whether periodically or non-periodically, monitor the Employee's Communication Systems in order to check of the Employee has observed the above regulations or if there have been any illegal or improper affairs.

The Company may, at its discretion, delete transmitted, received or sent messages and may also take disciplinary actions, based on the relevant Company regulations, if any of the following is discovered as a result of the Company's monitoring: Employees' transmitting or receiving information irrelevant to duties; Employees' transmitting information and/or data classified as confidential out of the office; or Employees' intending to commit or having committed any of above items.

□ I have fully understood the Company's explanation on monitoring of computer and e-mail systems, etc. and hereby consent thereto.

In case you provide personal information of a third party including your family members or relatives ("**Information Principal**") to the Company for the purpose of receiving welfare benefits provided by the Company, **you shall fully explain to the Information Principal prior to such provision of the fact that his/her personal information will be provided to the Company, together with provided items, purpose of provision (if the Company transfers such information to a third party again, then such details shall be included), and the period of retention and use by the Company, and then obtain the Information Principal's consent.** By signing this Consent Form or consenting electronically, you testify that you explained the above to the relevant Information Principal and obtained legitimate consent therefrom.

3. For a list of affiliates of the Company, please visit
https://apac.cib.natixis.com/hong-kong
https://apac.cib.natixis.com/singapore
https://apac.cib.natixis.com/natixis-services-in-india
https://natixis.groupebpce.com/natixis/en/home-j_6.html

I have carefully read and sufficiently understood the above information. Because I expressly consent on my own free will, I hereby affix my signature below.

20__ . .
Name (print):
Signature:

Appendix 2.

규정 위반 처리 절차

각 직원은 이 방침을 준수할 책임이 있다. 방침 위반은 직속 상관 및 컴플라이언스 부서로 보고된다. 모든 위반 사항은 조사를 거쳐 필요시 Global Conduct Framework 에 따라 APAC Conduct Committee 에 위반 사항으로 보고되며, 내부통제기준에 따라 서울경영위원회에도 보고된다. 위반 사항에 따라 징계 조치가 취해질 수 있다.

규정 승인 및 검토 주기

이 방침 초기 발행에 대한 승인자는 서울경영위원회이다. 이후 이 방침은 최소한 연 1 회 검토되며, 서울경영위원회의 승인을 받아야 한다.