

Guidelines on the Operation of Information Disclosure

Established October 26, 2012

Chapter 1 General Provisions

Article 1 (Purpose) The purpose of these guidelines is to define the matters necessary for the processing of information disclosure of POSTECH (hereinafter referred to as “University”) in accordance with related legislation.

Article 2 (Scope of Application) These guidelines shall apply to all members and all related institutions of POSTECH.

Article 3 (Information Disclosure Department) The University shall organize an Information Disclosure Department to handle all matters of information disclosure therein.

Article 4 (Information Disclosure Officer) ① There shall be an Information Disclosure Officer to handle all matters related to information disclosure.

② As the person in charge of information disclosure duty, the Information Disclosure Officer shall act as a window through which information is disclosed, check and inspect the operation of administrative information disclosure, and implement necessary measures to smoothly disclose the information.

Chapter 2 Information Disclosure

Article 5 (Administrative Information Announcements) ① Each department must make regular announcements of information which fall under any one of the subparagraphs below, even if not requested for information disclosure, and the details of disclosure scope, method, etc. shall be determined separately.

1. Information on policies with a profound impact on public life.
2. Information on a business involving a large-scale budget.
3. Information required for administrative surveillance by nationals such as the contents of budget execution, results of business evaluation, etc.
4. Other information determined to be disclosed for the convenience of nationals and to secure their right to know.

② Disclosure of administrative information according to Clause 1 shall be done by the department which keeps and manages the relevant information.

Article 6 (Making, Providing, etc. Information List) ① The University must disclose the information list so that nationals can readily be informed about the information kept and managed by the University.

② The information list mentioned in Clause 1 shall be regularly revised and amended on the first day of April every year.

Article 7 (Information Subject to Non-disclosure) ① Information managed by the University must be disclosed in principle, but information stated in related legislation or which falls under

the subparagraphs below may be undisclosed.

1. Information stipulated as confidential or non-disclosure information by a higher law
2. Information likely to seriously obstruct the protection of lives, physical safety and properties of the members of the University if disclosed
3. Information pertaining to a trial in progress, the prevention and investigation of crimes, indictment and maintenance of a public prosecution, the execution and correction of a sentence, and security measures
4. Information pertaining to audit, examination, admissions process, regulations, purchasing, tendering contracts, technology, research development, personnel management, and information at the stage of decision-making processes or internal review processes, etc., which, if disclosed, has considerable grounds for remarkably obstructing the fair performance of duties or research and development
5. Personal information and information, which, if disclosed, can violate the freedom and privacy of personal life such as college register, grades, disciplinary actions, amount of scholarships received, annual salary, research contents, etc.
6. Management and proprietary information of the Foundation and the University such as asset operation status, etc., which, if disclosed, is likely to seriously undermine the legitimate interests of the Foundation, etc.
7. Information, the disclosure of which is deemed likely to bring advantages or disadvantages to specific persons.

② When applying Clause 1, the director of the department which keeps and manages the requested information and the director of the Information Disclosure Department shall decide impartially whether to disclose the information so that a balance can be placed between the national's right to know gained from disclosing the information and other benefits and protection of the law gained by non-disclosure.

③ The director of the Information Disclosure Department shall continuously revise and amend Clause 1 above to fully reflect the purpose of the legislation and so that the public and related public officials can quickly and objectively determine whether the information is disclosed or not.

Article 8 (Request for Information Disclosure) A person requesting information disclosure (hereinafter referred to as applicant) shall submit the Information Disclosure Request Form (Attachment 1) or orally request information disclosure by personally visiting the University or affiliated centers thereof.

Article 9 (Information Disclosure Process) ① When an Information Disclosure Request Form is received, a record shall be made in the Information Disclosure Processing Register (Attachment 2).

② If a request for disclosure of information kept by other public institutions is received, such request shall immediately be transferred to the relevant institution and the applicant shall be clearly notified to which institution it was transferred, the reason for such transference, etc.

③ When a request for information disclosure is received, it shall immediately be transferred to the department keeping or managing the relevant information. If it is unclear which department is responsible for processing or the request is related to two or more departments, the Information Disclosure Officer shall designate a department which processes similar information or has more

weight, respectively.

④ The department which received the Request Form according to Clause 3 must determine within 10 days the possible disclosure of information if there are no special reasons and must immediately notify the applicant. Provided that if the disclosure decision cannot be made due to unavoidable circumstances during that period, the decision period may be extended within 10 days. In such a case, the fact that the decision has been delayed and the reason for extension must be notified to the applicant in writing.

⑤ Information shall be disclosed according to the method listed in the Disclosure Request Form. However, if it is acknowledged that normal work performance can be seriously affected due to a copious number of requests or other reasons such as damage to an original text, information may be disclosed by these methods after prior consultation with the applicant: separately distributing by certain periods or providing photocopies after having the applicant access and select needed information.

⑥ If the entirety or parts of information that is requested for disclosure is related to a third party, the third party must immediately be notified and the opinion of the third party may be heard if deemed necessary.

Article 10 (Bearing Expenses) The expenses incurred for information disclosure, postage, etc. shall be borne by the applicants within the scope of actual expenses and detailed costs shall be applied *mutatis mutandis* with related legislation.

Article 11 (Mutatis Mutandis) Any matters not stated in these guidelines shall be in accordance with related legislation.

Addendum

These guidelines shall be established and take effect on October 26, 2012.

I hereby confirm that your request has been filed as above.

Month/Day/Year

(Receiving Institution)

※ If there are any inquiries regarding the information disclosure process, please contact the department in charge.

(Attachment 2)

Information Disclosure Processing Register

Receipt No.	Receipt Date	Applicant	Requested Items		Decision Contents				Processed Status		Comments
			Contents of Information	Disclosure Form	Department in Charge	Decision Type	Disclosure Contents	Contents and Reasons for Non-disclosure (partial disclosure)	Decision Notification Date	Date Disclosed	

※ How to fill out the register

1. In the “contents of information” column, write the information the applicant requested to be disclosed.
2. In the “disclosure type” column, write the form of disclosure (e.g., access/view, copy/output, electronic file and reproduction/print) the applicant requested.
3. In the “decision type” column, write the decision made by the public institution such as disclosure, partial disclosure or non-disclosure.
4. In the “disclosure contents” column, write the information determined to be disclosed.
5. In the “contents and reasons for non-disclosure (partial disclosure)” column, write the contents of information determined to be undisclosed or partially disclosed by the public institution and state the reasons for non-disclosure

(partial disclosure) per information.

6. In the “disclosure method” column, write the method by which information was disclosed to the applicant such as personal visit by the applicant, post, fax or email.
7. In the “comments” column, write if the applicant has filed an objection or if there are any special notes to be made.