

## **E.SUN FHC Personal Information Management Policy**

### Article 1. (Purpose)

This policy has been established in compliance with” Personal Information Protection Act,” “Enforcement Rules of the Personal Data Protection Act,” and relevant laws to enforce protection and management of personal information, respond to the changes in personal information management technologies, requirements of the competent authorities and the Company's business needs, and in the best interest of information owners

### Article 2. (Objectives)

The objectives of this Company’s and the subsidiaries’ personal information management are listed as follows; the suitable mechanism shall be enacted as to evaluate the achievements of the goals:

- I. To comply with local personal information protection regulations and any directives issued by and requests from the authorities;
- II. To protect data subjects' personal rights by giving them full, legal discretion over their personal information;
- III. To ensure that all personal information is gathered, processed, and used in an honest and trustworthy manner without exceeding the extent necessary to achieve the intended purposes, and that the scope of information gathered is justifiable and rationally associated with the intended purposes;
- IV. To apply appropriate safety measures over personal information files, and thereby fulfill the Company's and subsidiaries' duty of care as prudent managers.

### Article 3. (Scope)

- I. This Policy applies to all business-related conduct by all employees of the Company and subsidiaries.
- II. Employees of the Company and subsidiaries are still bound to fulfill their obligations with regards to personal information protection after employment was ended.
- III. Contract/temporary personnel assigned to serve at the Company's and

subsidiaries' premises, whether by human resource agencies, business partners, or suppliers, shall also comply with this Policy under the Personal Information Protection Act.

Article 4. (Organization and responsibilities)

- I. The Company shall develop a personal information management organization, create relevant systems and allocate adequate resources to continually promote, coordinate, supervise and consistently improve personal information management practices within the Company and subsidiaries. Principles concerning the foundation of such an organization shall be addressed in a separate document.
- II. This personal information management organization will assign dedicated departments to oversee the discussion and establishment of personal information management policies, procedures and rules.
- III. The personal information management organization shall appropriately identify relevant external units relevant to the personal information management of this Company and understand their requirements about the personal information management of this Company.
- IV. Auditing of personal information management practices shall be performed by the Auditing Division in conjunction with relevant departments.
- V. The personal information management organization will assign dedicated departments to oversee the coordination and enforcement of personal information-related practices, and to provide the resources needed to support personal information management operations.
- VI. To enhance the management of information security, E.SUN establishes the "Information Security Management Committee." The committee is responsible for reviewing, supervising the information security governance policies and its operation of E.SUN FHC. and every subsidiary. The committee shall hold meetings to review the effectiveness of the policy and report to the board of directors.

Article 5. (Handling principles)

The Company and subsidiaries shall follow the principles below when handling personal information:

- I. Identify the types of personal information processed, and outline the scope of information gathered to create a personal information inventory.
- II. Gather, process, and make use of personal information only for specific legitimate purposes only to the most possibly minimized extent deemed necessary; update and take measures to ensure security of personal information whenever deemed necessary.
- III. Notify data subjects precisely how and by whom their personal information will be used.
- IV. Respect owners' rights over their personal information, including the right to inquire, view, duplicate, supplement or amend existing information, and the right to stop the Company and subsidiaries from further gathering, processing and use, the right to delete personal information held in possession and any other rights granted to the data subjects under the personal information protection act and its requirements.
- V. Transmit information across borders only when it is properly and adequately protected.
- VI. When personal information is being used under exceptional circumstances permitted by the "Personal Information Protection Act," take extensive care to ensure the applicability and legitimacy of such uses.
- VII. Fairly and legally process relevant and appropriate personal information.
- VIII. Store personal information in compliance with the relevant laws and regulations and for the legitimate needs for the business operation.
- IX. Develop and implement a robust management framework that supports the personal information protection policy.
- X. Outline employees' responsibilities and obligations under the personal information management framework.
- XI. Make and maintain a record of activities related to gathering, processing and using of personal information.
- XII. Disciplinary actions shall be executed without tolerance and delay, in

accordance with the "Personal Information Protection Act" and the personal information-related rules of the Company and subsidiaries.

Article 6. This Policy is subject to evaluation at least once a year to reflect the latest development in governmental regulations, information technologies, regulatory requirements, and the Company's businesses, and thereby ensure the appropriateness of personal information management practices. Any breach of the policy shall be punished in accordance with the company's regulations and the governmental laws.

Article 7. Any matters that are not addressed in this Policy shall be governed by applicable laws and rules of the Company and subsidiaries.

Article 8. This Policy is implemented with the approval of the Board of Directors; the same applies to subsequent amendments.