

# Regulations on Information Disclosure and Operation

Article 1 (Purpose) The purpose of this regulation is to stipulate the matters necessary for the disclosure of information held and managed by the Youth Path and the request for information disclosure.

Article 2 (Definition of Terms) The definitions of terms used in these Regulations are as follows.

1. "Information" means the information recorded in documents, drawings, photographs, films, tapes, slides, and other equivalent media that are created, acquired, and managed in the course of their duties.
2. "Disclosure" means the provision of information through an information and communication network when a request for the above information is made available in accordance with these regulations.
3. "Processing Department" means the department that holds and manages the information for which the disclosure request has been received.
4. "Responsible Department" refers to the department that handles all administrative processing following the receipt and disclosure of information disclosure requests.
5. "Third party" refers to a person who is directly or indirectly related to the requested information.

Article 3 (Procedures for Handling Information Disclosure and Method of Request) (1) Information disclosure work is divided into dismissal/citation (answer)/partial citation (partial answer) after review by the competent department after application.

(2) A person who wishes to request disclosure of information shall fill out a request for information disclosure in accordance with the Enforcement Regulations of the Act on Disclosure of Information by Public Institutions <Form 1-2> and request it to the competent department by mail, fax, or information and communication network

1. Claimant's name, resident registration number, address, and contact information (telephone number, e-mail address, etc.)
2. Content of information requested for disclosure and method of disclosure

Article 4 (Decision and Notification of Information Disclosure) (1) The department in charge or the handling department shall decide whether to disclose information within 15 days from the date of receipt and notify the requester of information disclosure by the notice of decision on information (disclosure, partial disclosure, and non-disclosure) in [Attachment Form 2].

(2) However, if it is unavoidable that it is not possible to decide whether to disclose within the period pursuant to Paragraph 1, the period for deciding whether to disclose may be extended within the range of 10 days from the day following the end of the period. In this case, the fact of

the extension and the reason for the extension must be notified in writing to the claimant without delay.

(3) The unavoidable reason under Paragraph 2 shall be the reason that falls under any of the following items:

1. When a large number of information disclosures are requested at once or when the contents of the disclosure request are complex and it is difficult to decide whether to disclose them within a specified period of time.
2. When it is difficult to decide whether to disclose the information within the specified period due to reasons such as hearing opinions from the processing department that produced the information or a third party related to the information requested for disclosure, or holding an information disclosure review committee.
3. When the information processed by the computer information processing organization includes the public and private parts, and it is difficult to determine whether it can be partially disclosed within the specified period.
4. When it is difficult to decide whether to disclose within a specified period due to natural disasters or temporary workload overflows.

(4) If the decision is made to disclose the information, the relevant information must be provided to the requester within 15 days after the decision (except in cases where the decision to disclose in accordance with Paragraph 7 is made despite a third party's request for non-disclosure).

(5) If it is recognized that all or part of the information subject to disclosure requested for disclosure is related to a third party, the third party shall be notified of the fact without delay, and if necessary, their opinion may be heard, in this case, in writing.

(6) A third party who has been notified of the fact that the disclosure request has been made pursuant to Paragraph 5 may request that the information related to the person be not disclosed within 3 days from the date of receipt of the notification by means of a third-party opinion (request for non-disclosure) in [Attachment Form 3].

(7) When making a disclosure decision despite the request for non-disclosure pursuant to Paragraph 6, the third party shall be notified in writing without delay by clearly stating the reason for the disclosure decision and the date of disclosure, and the third party may file an objection in the form of an objection such as the decision to disclose information in [Attachment Form 4], and in this case, the objection must be made within 7 days from the date of receipt of the notification.

Article 5 (Non-Disclosure Subject Information) Non-disclosure information that is requested but not disclosed shall be subject to Article 9 (Non-Disclosure Target Information) of the Act on Disclosure of Information by Public Institutions, and the details shall be subject to the decision of the corporation.

Article 6 (Objection) (1) If there is an objection to the decision to disclose information or if there is no decision to disclose information until 20 days have elapsed since the request for information disclosure, the requester may submit an objection to the decision on disclosure of information under the Enforcement Regulations of the Act on Disclosure of Information by Public Institutions <Attachment No. 9> within 30 days from the date of receipt of the notice of decision on information (disclosure, partial disclosure, and non-disclosure) or the date on which 20 days have elapsed since the request for disclosure of information, which contains the following items:

1. The applicant's name, resident registration number, and address (in the case of a corporation or organization, its name, the location of the office or business office, and the name of the representative) and contact information
  2. Contents of the decision on whether to disclose information subject to an objection
  3. Purpose and reason for the objection
  4. The date of receipt of the notification of the decision on whether to disclose information or the date on which the information disclosure was requested
- (2) If there is an objection pursuant to Paragraph 1, the Claimant shall make a decision on the objection within 7 days from the date of receipt of the objection and notify the Claimant of the result without delay. However, if there is an unavoidable reason, it can be extended within 7 days, and the reason for the extension must be notified to the claimant.

Article 7 (Secretary General) (1) The department in charge shall be in charge of all administrative processing following the receipt and disclosure of the request for information disclosure.

- (2) Matters that cannot be handled by the competent department alone shall be transferred to the handling department without delay so that work can be carried out promptly.
- (3) The handling department that receives the request pursuant to the provisions of Paragraph 2 shall provide the competent department with opinions on whether or not to disclose information (including partial disclosure), information decided to be disclosed, and related materials.
- (4) The handling of information disclosure requests shall be recorded and maintained in the information disclosure processing ledger of [Attachment Form 5] and the objection handling ledger of [Attachment Form 6].

Article 8 (Information Disclosure Deliberation Committee) (1) The Information Disclosure Deliberation Committee (hereinafter referred to as the "Committee") may be established and operated to discuss matters that are difficult to decide whether or not to disclose the information requested for disclosure alone, matters related to the handling of objections related to the notification of information disclosure decision, and other operational matters of the information disclosure system.

- (2) The members of the committee shall consist of the secretary general (chairman), directors or advisory committee members recommended by the board of directors, and the head of the

processing department.

(3) The Committee shall deliberate on the following matters:

1. Matters in which it is difficult for the head of the processing department to decide whether or not to disclose the information requested for disclosure alone
2. Matters related to the handling of objections related to the notification of the decision to disclose information
3. Other matters related to the operation of the information disclosure system

Article 9 (Burden of Costs) (1) The actual expenses incurred by the disclosure of information shall be borne by the claimant in accordance with the notice of decision on information (disclosure, partial disclosure, and non-disclosure).

(2) The fees to be paid in accordance with the Notification of Decision on Information (Disclosure, Partial Disclosure, and Non-Disclosure) shall be governed by Article 7 (Amount of Fees) of the Enforcement Regulations of the Act on Disclosure of Information by Public Institutions.

Article 10 (Mutatis mutandis) Other matters not specified in these regulations shall apply mutatis mutandis to the Act on Disclosure of Information by Public Institutions, Enforcement Decree, Enforcement Rules, etc.

Article 11 (Others) Necessary matters other than those stipulated in these regulations shall be separately determined by the chairman of the board of directors.

### **Addendum**

(Effective Date) These regulations will come into effect on January 28, 2024.