

Consent to Submit Personal Information

Information Development Co., Ltd.
Information Management Supervisor: Akihiko Koike

On this occasion, we would like to thank you for your application to our organization. The following personal information that we receive from you will be handled in accordance to the standards of personal information set forth by our organization. Personal information will be properly managed and kept hidden from the public eye. Please read and understand the following regulations that our organization follows to keep your submitted information safe.

- 1.) Purpose of use
 - a.) Recruitment and selection process usage.
 - b.) Successful candidate's documents will be used to assist with salary, tax, and insurance related operations.
- 2.) Regarding the submission of personal information
 - a.) At no time at all will your personal information be submitted to a third party member for reasons other than legal issues or unless consent is granted from the individual.
 - b.) Your information may be shared or consigned with a professional in the case that an inquiry leading to an inspection arises.
- 3.) Returning of application documents
 - a.) In the case of rejection from our organization, or if the applicant chooses to decline an offer, collected personal information will not be returned to the applicant. It will be held until the end of the fiscal year. Please note that your personal information will be properly managed and disposed of.
- 4.) Arbitrary property regarding personal information
 - a.) All personal information submitted by the applicant is done on a voluntary basis. However, if our organization is unsatisfied with the information provided, the recruitment process may cease to progress.
- 5.) Disclosure etc. requests procedure
 - a.) Should an applicant wish to submit a disclosure request, or to have any personal information previously submitted erased or edited, please contact the provided phone number.
- 6.) Requests and information regarding personal information
 - a.) Please refer all questions relating to disclosure, removal, or revision of personal information to the following contact listed below.

245 First Street, Suite 1800, Cambridge, MA 02142
Information Development America Inc.
Personal Information Hotline (617-264-0981)

I hereby agree to all terms and conditions stated above in regard to personal information.

Date: / /

X _____