

# Personal Information Privacy Statement

## 1.) The Definition of Personal Information

·Our organization considers the personal information to be any information about an individual which can identify the specific individual by name, date of birth, or any other description.

## 2.) The Purpose of Using Personal Information

·Our organization utilizes personal information solely in order to complete the following operations listed below. Use for operations other than those listed below must be authorized by the signee.

- Commissioned Business
- Share Management
- HR Management
- Inquiry Resolution
- Supplier Contract Management
- Customer Satisfaction Surveys
- The Recruitment & Selection Process

## 3.) Disclosure of Personal Information to Third Parties

·We will not disclose any personal information to third parties, unless any of the following circumstances occur:

- Consent is given from the individual whose information is being offered
- Completing objectives through collaboration in range of consignment with third parties
- When lawfully required to do so
- The provision of personal information is necessary when the risk of life, body, or property are at stake and it is difficult or impractical to obtain consent from the individual.
- In the event of a public health, or education issue that requires the disclosure of personal information and it is difficult or impractical to obtain the consent of the individual
- When lawfully required to cooperate with a state institution, government entity, an individual or entity entrusted by one in executing the operations prescribed by laws and in which it is difficult or impractical to obtain the consent of the individual.

## 4.) Safe Management of Personal Information

·In order to prevent any leaks of personal information, we properly manage all personal information provided, conduct internal audits, as well as supervise any third party that collects personal information from our organization.

## 5.) Requests for Disclosure, etc. and Inquiries

·Our organization responds to all claims for revision, redaction, or disclosure of personal information.

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