

Handling of Personal Information

OUTSOURCING Inc.

Latest Revision: January 19, 2016

The contents of this Handling of Personal Information are determined by the General Manager in charge of Business Management Division of OUTSOURCING Inc. based on the Personal Information Protection Guideline. The terms used in this document are in accordance with definitions provided in the Personal Information Protection Guideline.

1. Appropriate Protection of Personal Information

OUTSOURCING Inc. and its group companies (hereinafter collectively referred to as the "Group") have assigned a Personal Information Management Manager as an individual to be in charge of managing the protection of Personal Information (including Specific Personal Information), and appropriately and securely manages Personal Information obtained, taking protective measures to prevent unauthorized access to Personal Information by external parties, or unauthorized use, loss, destruction, manipulation and divulgence etc. of Personal Information.

2. Purpose of Use of Personal Information

- (1) Personal Information, excluding Specific Personal Information, obtained by the Group shall be used within the scope of business specified in the Articles of Incorporation, and in the event of providing Personal Information to a third party, it shall be handled appropriately after clearly stating the objective of use within a justified scope and obtaining consent from the concerned individual.
- (2) Specific Personal Information obtained by the Group shall be used for preparation of payment records for remuneration and fees etc., preparation of procedural documents for social and labor insurances, or for other purposes within the scope specified in laws and prefectural ordinances.

3. Management of Personal Information

- (1) Personal Information, excluding Specific Personal Information, shall be managed rigorously and properly in line with Personal Information management rules.
- (2) The management of Specific Personal Information shall be outsourced to a group company, Outsourcing Business Service Inc. Such information shall be managed rigorously and properly in line with laws and regulations etc. concerning Specific Personal Information and with the Group's Personal Information management rules.

4. Use of Personal Information

The Group shall not use the Personal Information it retained for purposes other than those stated in Section 2 above. Also, Personal Information that is no longer used shall promptly be deleted and disposed of in accordance with specified procedures.

5. Provision of Personal Information to Third Parties

The Group shall not provide the Personal Information it obtained to third parties, except in the following cases:

- (1) In cases where provision is based on laws or regulation, or in cases where a court or other governmental organization with legitimate authority demands lawful disclosure.
- (2) As for Personal Information excluding Specific Personal Information, in cases where the concerned individual has consented to other specific objectives.

6. Outsourcing of the Handling of Personal Information

In the event that the Group outsources the handling of Personal Information to a third party, the Group shall carefully select an entrusted party under the condition that it has in place and executes an information security management system which ensures appropriate protection of Personal Information, and shall conclude any necessary contract to ensure that the entrusted party observes information security management measures. The Group shall also implement appropriate supervision of the entrusted party in the area of Personal Information protection.

7. Suspension of Use and Deletion etc. of Personal Information

To request disclosure, amendment, addition, deletion or suspension of use of Personal Information provided to the Group, please contact the address or number below. Upon confirming identity, OUTSOURCING Inc. shall take necessary measures within a reasonable period of time.

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