

This Personal Data Protection Policy has been translated from the Japanese original for reference purposes only. In the event of any discrepancy between this translation and the Japanese original, the original shall prevail.

## **Personal Data Protection Policy**

Hagihara Industries Inc. and its group companies ("we", "our", or "us") comply with laws and regulations and company rules and regulations, and our standard of corporate behavior is to build mutually trusted relationships with customers, shareholders, employees, business partners, and local communities by conducting socially equal corporate activities. We recognize that personal data protection is an important responsibility in promoting this and put into practice the "Personal Data Protection Policy" as established below.

### 1. Purpose of use

- ◆ The handling of personal data shall be notified to the person or used only to the extent necessary to achieve the purpose of use, except in cases permitted by laws and regulations.

### 2. Acquisition of personal data

- ◆ The purpose of use when keeping personal data is posted on the website. In addition, we only keep the personal data which is necessary to achieve the purpose of use and to the minimum level. If you do not agree with the purpose of use, please refrain from providing personal data.

### 3. Safety management measures for personal data

- ◆ We will take necessary and appropriate safety management measures against risks such as unauthorized access, loss, destruction and leakage of personal data.
- ◆ In order to ensure personal data protection, we will conduct the necessary and appropriate supervision towards our employees so that safety management is conducted.
- ◆ When outsourcing the handling of personal data to third parties, we will conduct the necessary and appropriate supervision towards the outsourced third parties so that safety management is conducted.
- ◆ We will strive to keep personal data accurate and up-to-date to the extent necessary to achieve the purpose of use.

### 4. Providing personal data to third parties

- ◆ Personal data will not be provided to third parties unless the consent of the customer is obtained or stipulated in the provisions of laws and regulations.

### 5. Disclosure, correction, suspension of use, etc.

- ◆ If the person (or his/her agent) wishes to disclose, correct, suspend the use, etc. of the

personal data of customers kept by us, we will promptly handle this to the extent reasonable and necessary. In addition, it may be necessary for you to bear the cost in the case of certain restrictions.

6. Compliance with laws and regulations, guidelines, etc.

- ◆ When handling customers' personal data, we comply with the Act on the Protection of Personal Information, other related laws and regulations, industry guidelines, etc.

7. Continuous review of privacy policy

- ◆ We will continuously review and improve our Personal Data Protection Policy. If the Personal Data Protection Policy is revised, the revised Privacy Policy will be applied from the date of publication of the revised version.

### **Handling and joint use of personal data obtained from customers**

Purpose of use of personal data kept by us

We will use the personal data kept by us for the following purposes.

[Your personal data]

- (1) Providing our products and services and after-sales service
- (2) Planning, research, development and quality improvement of our products and services
- (3) Responding to inquiries from customers
- (4) Providing information about our products and services
- (5) Guiding and operation of campaigns, events, seminars, exhibitions, etc. held by us
- (6) Conducting questionnaire surveys and monitoring

[Personal data of business partners]

- (1) Providing our products and services and after-sales service
- (2) Planning, research, development and quality improvement of our products and services
- (3) Holding and communicating business negotiations and meetings
- (4) Providing information and communication, etc. to business partner personnel who are in charge
- (5) Implementation of business outsourced by business partners
- (6) Providing information about our products and services
- (7) Guiding and operation of campaigns, events, seminars, exhibitions, etc. held by us

[Personal data of shareholders]

- (1) Exercise of rights and fulfillment of obligations by shareholders or us under the Companies Act
- (2) Providing services to shareholders
- (3) Implementation of various measures that contribute to understanding of our business and the smooth relationship between shareholders and us
- (4) Management of shares and shareholders, such as creating data based on various laws and regulations

[Personal data of job applicants, internship applicants and retirees]

- (1) Providing information to job applicants (including internship applicants) and business execution related to recruitment activities
- (2) Management of recruitment operations at our company
- (3) Providing information, communication, etc. to retirees

## 2. Joint use of personal data

- ◆ Within the scope of the purposes of use written above, we will jointly use personal data among the following group companies. The items of personal data to be jointly used, the range of people who jointly use the personal data, and those who have management responsibilities are as follows.

### (1) Items of personal data to be jointly used

Company name, address, name, telephone number, fax number, date of birth, e-mail address, title, items necessary for achieving the purposes of use written above, such as sales information, construction information, purchase history, etc. related to our products and services

### (2) Range of people who jointly use the personal data

Subsidiary of Hagihara Industries Group

### (3) Those who have management responsibilities

Hagihara Industries Inc.

Within the scope of the purposes written above, we will jointly use personal data with some specific business partners.

## 3. Procedures for disclosure of personal data

- ◆ Regarding the disclosure of personal data, please apply in a form of writing prescribed by us. We will respond after verifying your identification. In addition, in the case of a request by an agent, we will respond by the prescribed procedure separately. Please note that we may charge a handling fee and postage fee (actual cost) for disclosure.

**Contact for inquiries regarding personal data and requests for disclosure, correction, suspension of use, etc. of personal data**

Hagihara Industries Inc. Head Office Customer Center Tel. +81-86-440-0860 (Opening hours: 9:00 a.m. to 5:00 p.m. JST)

\*We do not deal with requests on/during Saturdays, Sundays, national holidays, New Year holidays, Japanese Golden Week, and summer holidays.