

## **Measures for Ensuring the Safety of Personal Information**

(Formulation of a Privacy Policy)

- To ensure the appropriate handling of personal data, the Company has formulated this policy (Privacy Policy), covering matters including compliance with related laws, regulations and guidelines and contact information for inquiries and complaints.

(Establishment of Rules for Handling Personal Data)

- The Company has formulated a set of personal information protection regulations covering matters including methods for handling personal data, responsible persons and the duties of that.

(Organizational Safety Management Measures)

- The Company has established person(s) responsible for matters relating to the handling of personal data, clarified the scope of personal data to be handled by employees, and established reporting lines for any observed violations of the Personal Information Protection Act or internal personal information protection regulations.

(Human Safety Management Measures)

- The Company provides regular employee training relating to matters for consideration when handling personal data.
- The Company includes provisions relating to the confidentiality of personal data in rules of employment.

(Physical Safety Management Measures)

- The Company implements measures for preventing unauthorized persons from viewing personal data.
- The Company has put in place measures for preventing the theft or loss of equipment, electronic media, documents or other items containing personal data and implements measures, including password protection, to ensure personal data is not easily identified while carrying such equipment or electronic media, even while moving around the Company's business premises.

(Technical Safety Management Measures)

- The Company has put in place mechanisms to protect information systems that handle personal data from unauthorized external access and unauthorized software.

(Understanding of External Environment)

- In the case of personal data stored in a foreign country, the Company implements safety management measures having understood the country's systems for protecting personal information.