

## Purpose of Use and Handling of Personal Information

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1. We will use the personal information you provide for the reason specified below.

- To respond to inquiries

The purpose of use may be changed beyond the extent reasonably deemed relevant to the original purpose, or the purpose of use may be applied to matters other than those described above. We will notify you of the purpose in advance and obtain your consent in such cases.

2. We will dispose of the entered personal information responsibly and appropriately after responding to your inquiry.

3. For consultations, complaints, disclosures, etc., regarding personal information, do not hesitate to contact the firm specified below.

Techno Service Co., Ltd.

Person responsible for managing personal information protection: Executive Officer in charge

For all inquiries, please contact: Person in charge of recruitment

(+81)120-709-707

◆ Staff Service Group companies handle personal information under the guidelines specified below.

1. Providing personal information to us is voluntary. However, if the personal information you provide is missing all or part of the information we require, or if the information is incorrect, you may not be able to use the services we provide. The information you have entered will not be returned if you request the cancellation of your registration.

2. The personal information you provided will be disclosed for selection by the employers (introducing destination) subject to your consent. The information includes general resume items (basic information on your name and date of birth, employment history, educational background, qualifications, and other resume items in Japanese Industrial Standard format).

3. Personal information you entered will not be disclosed to third parties except in any of the cases specified below.

- We have obtained your prior consent to provide the information to third parties
- Cases required by laws and regulations
- Necessary to protect any person's life, body, or property, and it is not easy to obtain your consent
- It is especially necessary to improve public health or promote children's proper growth, and it is not easy to obtain your consent.
- It is necessary to cooperate with a national agency, local government, or any individual

or entity entrusted by either the national agency or local government to execute affairs prescribed by laws and regulations, and obtaining your consent is likely to impede the execution of such affairs.

- It is necessary for an academic research institution as a third party to handle your data for academic research purposes. (The preceding includes cases where part of handling your data is for academic research purposes but excludes cases where there is a risk of unjustified infringement of the rights and interests of individuals).

4. We may consign the handling of the input of your personal information to provide you with smooth service and to carry out smooth and efficient business activities. In such cases, the consignee shall be a company that we recognize as meeting a certain level of our personal information protection requirements.

#### 5. Security management measures

Under Article 23 of the Act on the Protection of Personal Information, the security control measures we take are specified below.

##### (1) Formulation of a basic policy

To ensure the proper handling of personal data, we have a basic policy to cover matters related to compliance with related laws and guidelines, as well as contacts for handling questions and complaints, etc.

##### (2) Development of rules on the handling of personal data

We have rules for handling personal data at each stage of acquisition, use, provision, storage, deletion, disposal, etc., including handling methods, the responsible officer/employee in charge, and their duties.

##### (3) Safety management measures of the organization

1) We appoint a person responsible for handling personal data. At the same time, we clarify the employees who handle personal data and the scope of personal data handled by such employees. We develop a system for reporting and communicating with the responsible person if facts or signs of violation of laws or handling regulations are detected.

2) We conduct periodic self-inspections of the status of personal data handling with audits conducted by other departments.

##### (4) Human security management measures

1) We provide regular training to employees on points to keep in mind regarding personal data handling.

2) We include confidentiality matters regarding personal data in our employment regulations.

##### (5) Physical safety control measures

1) In areas where personal data is handled, we control employee access to rooms and restrict the equipment employees may bring into such areas. In addition, we implement measures to

prevent unauthorized people from viewing personal data.

2) We take measures to prevent theft or loss of equipment, electronic media, and documents that handle personal data. In addition, we ensure that personal data is not easily revealed when such equipment, electronic media, or other risk factors are transported, including movement within our business locations.

(6) Technical safety control measures

1) We implement access control to limit the handling ranges of the employee in charge and personal information database.

2) We implement mechanisms to protect information systems that handle personal data from unauthorized external access or unauthorized software.

(7) Understanding the external environment

Personal data may be handled in foreign countries. In such cases, we will take necessary and appropriate measures for the safe management of personal data after understanding the systems and other external environments regarding the protection of personal data in such foreign countries.

6. We will promptly respond to your request for the notification of the purpose of use, disclosure, correction, addition, deletion, suspension of use, elimination, and suspension of provision to third parties (hereafter referred to as “disclosure, etc.”) of your data, after confirming your request. However, in any of the following cases, all or part of the retained personal data may not be subject to disclosure, etc. In that case, we will notify you without delay with the reasons, such as those specified below.

- There is a risk of harm to you or any third party’s life, body, property, or other rights or interests.

- There is a risk of a significant hindrance to the proper conduct of our business.

Example: Information on personnel evaluation, selection, etc.

- There is a risk of violating laws or regulations.

■ Procedures for disclosure, etc.

- For the procedures for disclosure, etc., of retained personal data, do not hesitate to contact us by phone at the contact information specified above.

- We will confirm your identity by our prescribed method and respond only to you.

7. Cookies and action history

We use cookies on our website to prevent unauthorized access, ensure security, improve the website, deliver advertisements, and create statistical data. Cookies alone are not information that can be used to identify specific individuals.

<Access logs, etc. in the following cases of action history>

Users may log in and use our website and *Staff Service Group My Page*. In that case, we

may deliver optimized advertisements, content, etc., and provide services to the users by identifying the specific individual and using behavioral history analyzed from information collected by cookies in the past before the users logged in.

\* Please note that if you have set your browser to disable cookies, you may not be able to use some of the website's features.

\* Microsoft's website disclosed a problem with cookies for Internet Explorer versions older than 5.5 for Windows. For this reason, we recommend using Internet Explorer 6.0 or later versions, which resolves this issue.