# The Importance of Information Management

Personal information and confidential business information (customer information, sales information, manuals, materials, etc.) (below are referred as "personal information") handled at the workplace (factory) are all confidential information that requires appropriate management and handling. When you start working, make sure to check the following items and be careful when handling personal information.

✓ Use this sheet to regularly check yourself ！

## 01 Confidentiality

✓ Do not share or disclose personal information, that you have learned within the business to a third party. Do not use it for yourself or a third party.

## 02 Compliance with the rules and regulations of the workplace (factory)

✓ Check the information management protection policy, rules and regulations of the workplace (factory) and if there are any questions about information management, check with the person in charge of the workplace (factory) or the department in charge of information management.

## 03 Documents and data handled in business

✓ When leaving the office, do not leave documents on top of the desk but keep it in a safe place. When disposing the documents, use a shredder.
✓ Make sure to turn off your computer before you leave the office.
✓ Do not take out, bring home or share to a third party any personal information used in business without permission.

**DO NOT :**

· Do not send manuals, materials, business related information to your home address or take them home to study your work.

· If you created material at the working place, you do not own it, do not take it home or send it by mail.

· Do not save personal information that you have learned in business in an external storage medium and take it home, or send it by e-mail to a private address to yourself or a third party.

· Do not take unauthorized pictures of any posts, documents, services and products you have seen in the workplace (factory) to a third party.

## 04 The use of personal computers, mail, Internet, etc.

✓ When using the work computer, do not send private emails or use the internet.

✓ Do not bring your personal computer or smartphone to work or use it for business purposes without the permission of the company.

✓ Do not lend your ID to another person.

✓ Do not share your password to others or write down in a place where others can see it.

✓ Do not download software, data files, etc., or illegally copy software without the permission of the company.

✓ Do not open suspicious emails. If you have opened it, immediately report to the person in charge of the company and do not click on the attached file or URL link.

## 05 Proper handling of software

✓ Do not make unauthorized copies of the software or violate the license.

✓ Do not purchase or download illegally copied / duplicated software.

✓ Use properly installed software or properly purchased software. * Please check with the person in charge at the company in advance.

## 06 Entering and Exiting the workplace

✓ Always wear an employee ID card (admission card) to be distinguished from outsiders, do not lend or let others borrow it.

### 07 Precautions outside the office

✓ Avoid talking about business at common facilities (elevators, lobbies, toilets, smoking rooms, etc.) in the building or outside the company.

✓ Be careful of "random conversations" while in restaurants and public transportation, not only during working hours but also after work.

### 08 Responding to inquiries by telephone

✓ When responding to inquiries from other companies or departments, do not make decisions and answer on your own, ask the person in charge at the workplace (factory) to handle it accordingly by the rules.

✓ If you receive an inquiry about personal information from outside the company, such as confirming the enrollment of the factory employee, respond according to the rules of the workplace (factory).

### 09 The use of social media (SNS, etc.)

✓ Do not write or share personal information, etc. that you have learned in the business on social media (Twitter, Facebook, Instagram, LINE, YouTube, 5 channels, personal blogs, personal homepages, etc.).

✓ Do not share content that may violate others or that violates privacy.

### 10 Report when an accident occurs

✓ In case of an accident that personal information is or may be leaked, regardless of whether you have made a mistake or not, immediately report it to the person in charge at the company.