

# Privacy Policy

Our company, as an enterprise which provides complete human resource services, recognizes the importance of personal information and the magnitude of its associated responsibility, and establishes the following “Privacy Policy” based on laws and ordinances pertaining to the handling of personal information, nationally stipulated policies, and other criteria as it conducts Moreover, all executive officers and employees of our company understand and act according to this policy in a steady, ongoing effort to protect personal information.

1. Personal information will be obtained, used, provided and consigned only within a scope necessary to our company’s business activities given the importance of protecting personal information, and will be obtained by disclosing the use purpose and obtaining the consent of the person in question. Moreover, such information shall not be used for any purpose other than that
2. Reasonable safety measures, preventative measures and corrective measures shall be in place to counter risk of unauthorized access of personal information, loss, or its destruction,
3. Compliance programs based on laws concerning the handling of personal information and nationally-prescribed policies and other criteria will be developed and implemented.
4. In an effort to promote thoroughness in appropriate protection and use of personal information, compliance programs are reviewed for improvement on an ongoing basis.
5. The company works to respond appropriately to complaints and concerns regarding handling of personal information, and actively maintains the system in place to do so.

Established April 1, 2005

Last revised October 1, 2007

Techno Service Co., Ltd.

Koji Sakamoto, Representative Director

Contact:

Chief Privacy Officer: Corporate Executive Officer in charge

TEL: 03-5950-2810

We care about your privacy

Our company was permitted to use the PrivacyMark® from the Japan Information Processing

The PrivacyMark® is granted to entities that comply with Japan Industrial Standard JIS Q 15001 Personal Information Protection Management System - Requirements in providing a system that takes appropriate protection measures for the protection of personal information.