

Appendix

Special Items concerning Handling of Personal Information

(Basic Items)

- 1 In carrying out work (hereafter referred to as “the Work”) based on this Agreement, Contractor must suitably handle personal information to ensure that individual rights and benefits are not violated.

(Confidentiality)

- 2 Contractor must not disclose to other persons without reason or use for improper purposes the contents of personal information that it has acquired through the Work. The same shall apply after the Agreement has expired or been terminated.

(Limitation of collection)

- 3 When collecting personal information to conduct the Work, Contractor must collect by lawful and fair methods within the scope that is needed to achieve the Work objectives.

(Prohibition of use or provision for reasons other than the objectives)

- 4 Contractor must not use for reasons other than the objectives of the Agreement or provide to third parties, personal information that it has acquired through the Work, except in cases where Client has given instructions or consent.

(Appropriate management)

- 5 Contractor must take the necessary measures to prevent leakage, loss or damage and ensure appropriate management of personal information that it has acquired through the Work.

(Notification concerning appropriate management of specific personal information)

- 6 In cases where the Work is clerical work, etc. that utilizes individual numbers as stipulated in the Law on Use, etc. of Numbers for Identifying Specific Individuals in Administrative Procedures (hereafter referred to as “the Number Law”) Article 10 paragraph 1 (hereafter referred to as “clerical work, etc. that utilizes individual numbers”), out of the measures that are taken according to Clause 5, Contractor must use the attached form to notify Client in advance about establishment of the internal organizational structure concerned with the safe management of specific personal information (hereafter referred to as “the organizational structure”) and designation of persons engaged in handling the said specific personal information (hereafter referred to as “the specific personal information handlers”). The same shall also apply when it intends to change the notified contents.

(Informing and monitoring of employees)

- 7 Contractor must inform all persons engaged in the Work (hereafter referred to as “employees”) that during their tenure and after retirement, they must not disclose to other persons without reason, or use for improper purposes, the contents of personal information that they have acquired through the Work, and it must conduct the necessary and appropriate supervision of employees to ensure that personal information handled for the processing of Work is managed safely.

(Prohibition of removal of personal information)

- 8 Contractor must not remove materials, etc. that record personal information from the implementation site that is prescribed in this Agreement or any other place prescribed by Client, except in cases where Client has given instructions or consent.

(Prohibition of copying and reproduction)

- 9 Contractor must not copy or reproduce materials, etc. that record personal information and have been

handed over by Client for conducting the Work, except in cases where Client has given consent.

(Work subcontracting)

10 In cases where Contractor consigns or outsources all or part of the Work to a third party with Client's consent (hereafter referred to as "subcontracting, etc."), it shall ensure that the subcontractor complies with all the obligations concerning handling of personal information based on this Agreement and, irrespective of the contents of the contract with the subcontractor, it shall bear liability with respect to Client for the processing of personal information by the subcontractor.

11 In cases where Contractor conducts subcontracting, etc. with Client's consent, it must conduct the appropriate management and supervision of the subcontractor in order to secure the proper handling of personal information in the Work, and it must report on the situation regarding such management and supervision when requested by Client.

12 In cases where the work that is subject to subcontracting, etc. is clerical work, etc. that utilizes individual numbers, Contractor must use the attached form to notify Client in advance about the organizational structure and designation of the specific personal information handlers in the subcontractor. The same shall also apply when it wishes to change the notified contents.

(Return, etc. of materials, etc.)

13 Contractor shall return or hand over to Client materials, etc. that record personal information and have been provided by Client or it has collected for conducting the Work, immediately following termination of the Agreement. However, if Client gives separate instructions, Contractor shall comply with those.

(Report of handling and survey)

14 In cases where it is deemed necessary, Client can make Contractor give a report on the situation regarding handling of personal information that is used for processing the Work, or it can conduct an onsite survey at any time.

(Reporting, etc. when accidents occur)

15 In cases where Contractor violates the Agreement or becomes aware that there is a risk of violation occurring, it shall immediately report to Client and comply with Client's instructions.

(Compensation for damages)

16 Contractor shall bear any expenses that arise due to damages (including those imparted to third parties) caused in the handling of personal information related to processing of the Work.

Attached Form

Notification Form concerning Organizational Structure and Employees related to Handling of Specific Personal Information (New/Revised)

____/____/____ (MM/DD/YYYY)

To

Address:

Consignee:

Representative name:

[Seal]

This is to give notification of the organizational structure concerning handling of specific personal information and specific personal information handlers as follows.

1. Work name

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2. Organizational structure

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Note: Please attach an organization chart and other materials as necessary.

3. Specific personal information handlers

Affiliation	Name	Remarks

Note 1: Also enter the specific personal information handlers of subcontractors, etc.

Note 2: In the Remarks column, state the roles of specific personal information handlers and the scope, etc. of the specific personal information they handle.

4. Contents of and reasons for change

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Note: If there are any changes, please state the contents and reasons.