

## Attachment 4 (Applicants for employment and retirees)

Applicants for employment and retirees:

### 1. (Details of content, retention period, and source of acquisition for each category)

The Company processes the following personal information and other personal information acquired by the Customers in connection with the Company's business activities (if required by applicable laws and regulations, the Company will acquire such information after separately notifying the individual concerned).

The Company also process the personal information listed below for the purposes listed below and for other purposes permitted by applicable laws and regulations. The Company may also de-identify or create statistics of personal information.

No.	Data Type	Category	Retention period	Source of acquisition
1	Applicant for employment	Name, address, telephone number, e-mail address, date of birth, gender, photograph, education, employment history, qualifications, academic performance, and allergy information,	*	The Individual
2	Retired person	Name, address, date of birth, telephone number, e-mail address, gender, photo, term of office, salary and compensation, retirement and severance package amounts, account number, department history, and employee code,	*	The Individual

### Types of Sensitive Information

No.	Data subject	Category	Retention period	Source of acquisition
3	Employment applicants and retirees	Disability Information	*	The Individual

\*To determine the appropriate retention period for personal information, the Company consider the volume, nature, and sensitivity of the personal information, the risk of potential damage from unauthorized use or disclosure of the personal information, the purposes for which the Company processes the personal information and whether the Company can achieve those purposes by other means, and applicable legal requirements. If the Company no longer needs the personal information the Company has collected about the Individual, the Company will delete or anonymize it, or if this is not possible (for example, if the personal information is stored in a backup archive), the Company will securely store the personal information of the Customers until the Company are able to delete it, after which the Company will ensure that no new processing of the personal information of the Customers takes place.

### 2. (Details of the purpose and legal basis of the process)

## Attachment 4 (Applicants for employment and retirees)

The Company processes personal information in accordance with applicable personal information protection regulations. Where the GDPR is applicable, the Company processes personal information for the purposes described below and on the legal basis set forth below. In some cases, the Company may obtain the Individual's consent to process the personal information, but even in these cases, the legal basis for processing is "where processing is necessary for the performance of a contract" or "where processing is necessary for the pursuit of legitimate interests" or "where processing is necessary to comply with a legal obligations", except in the cases described below in "Where obtaining the Individual's prior consent (Article 6-1 (a), , GDPR)". In addition, the Company will obtain the consent of the individual to direct marketing to the individual in cases where such consent of the individual to direct marketing is required by law.

Purpose of processing (use)	Data subject No.	Legal basis	
① To contact applicants for employment, screen applicants for employment, and notify applicants of employment.	1	Consent of the Individual	
② To perform retirement procedures (social insurance, pension, etc.) for retired employees	1, 2, 3	For the performance of a contract with the Individual	To comply with legal obligations imposed on the Company
③ To respond to various inquiries from retirees	1, 2, 3	For the performance of a contract with the Individual	To comply with legal obligations imposed on the Company
In case of consent of the Individual	The information is obtained directly at the time of application by the individual.		
For the performance of a contract with the Individual	To fulfill obligations under labor contracts and employment regulations		

### 3. (Details of sharing and disclosure of personal information, countries of cross-border transfer)

In order to fulfill the purposes of the processing described in the previous article, the Company shares and discloses the personal information of the Customers to third parties in the following cases. In addition, please refer to the Section 2 of this Privacy Policy for the cases in which the information is provided on the basis of sharing under the Japanese Personal Information Protection Law.

No.	Data type	Details of sharing and disclosure	Countries of cross-border transfer
1	applicant for employment	The Company may share among the group companies.	Not applicable
2	retired person	The Company may share among the group companies.	Not applicable