

# Privacy Policy

We thoroughly recognize the importance of protecting personal information. We believe that properly handling personal information is part of our social responsibility, and declare that we strive to protect personal information in accordance with the following principles (hereinafter referred to as “this Privacy Policy”). The definitions of terms other than those defined separately in this Privacy Policy shall be in accordance with the definitions in the Act on the Protection of Personal Information (Act No. 57 of 2003) and other related laws and regulations (hereinafter referred to as "Personal Information Protection Laws") .

## 1. Our Company Profile

Please refer to [Company Corporate Profile](#) on our corporate website.

## 2. Compliance with Laws and Other Rules

We will strictly comply with Personal Information Protection Laws, guidelines, industry self-regulation rules, and internal rules, etc. when carrying out operations in which personal information is handled.

## 3. Acquisition of Personal Information

We will acquire personal information by fair and legitimate means. In addition, unless permitted by Personal Information Protection Laws, we will not acquire any special care-required personal information without the prior consent of the individual to whom such personal information pertains.

## 4. Use of Personal Information

- (1) We will use personal information only for the purposes of use officially announced in advance or within the scope of use informed at the time of acquisition and to the extent necessary to carry out business.
- (2) We will not use personal information in a manner that may encourage or induce illegal or unlawful activities.
- (3) In the case where we share personal data with a third party, or entrust the handling of personal data to a third party, we will examine such third party rigorously, and perform proper supervision to ensure that such third party keeps the personal information confidential.

## 5. Provision of Personal Data to Third Parties

Except as provided by Personal Information Protection Laws, we will not provide personal data to any third party without the prior consent of the individual to whom such personal data pertains.

## 6. Provision of Personal Data to Third Parties in Foreign Countries

When we disclose or provide personal data to a third party located in a foreign country, we will comply with the rules of Personal Information Protection Laws, and in principle, we will obtain the consent of the individual in question after providing the information required by Personal Information Protection Laws in advance.

## 7. Safety Management Measures for Personal Information [required]

- (1) We will work to store and manage personal information in an accurate and up-to-date manner, and will take the necessary safety control measures to prevent unauthorized access or leakage of personal information.

(2) We will take the following specific security management measures.

I. Formulation of a Basic Policy and Maintenance of Discipline Regarding the Handling of Personal Data

In order to ensure the proper handling of personal data, we will establish a basic policy that includes compliance with Personal Information Protection Laws and the creation of a point of contact for related questions and concerns.

II. Organizational Safety Management Measures

In addition to appointing a manager responsible for handling personal data, we will clarify the employees involved with handling personal data as well as the scope of the data, and we will establish a system for reporting and contacting the manager if evidence or indications of violations of Personal Information Protection Laws or internal rules is detected. In addition to regular self-inspections regarding the handling of personal data, we will undergo audits conducted by outside departments and third parties.

III. Human Security Management Measures

We will provide training to employees regarding precautions when handling of personal data. Articles concerning the confidentiality of personal data are included in the employee regulations.

IV. Physical Safety Management Measures

In regions where personal data is handled, We will also implement measures to prevent unauthorized persons from viewing personal data. We will take measures to prevent the theft or loss of equipment, electronic media, and documents, etc., and takes measures to ensure that personal data is not easily revealed when such devices or electronic media are transported, including within our premises.

V. Technical Safety Control Measures

We will implement access restrictions in order to limit the scope of employee access to the personal information database, and of the database itself. We have implemented a system to protect information systems that handle personal data from unauthorized outside access or harmful software.

8. Disclosure, Correction, Suspension of Use, and Deletion of Personal Information [required]

We will promptly respond to requests from the owners of personal information for disclosure, correction, suspension of use, and deletion, etc. of their own personal data as well as to complaints and inquiries, in an appropriate manner and to a reasonable extent in accordance with Personal Information Protection Laws. Please contact the Personal Information Inquiry Desk listed separately.

9. Compliance Program for the Protection of Personal Information [required]

To execute this Privacy Policy, we have formulated a compliance program for the protection of personal information (which includes this Privacy Policy, Personal Information Protection Regulations and other regulations and rules) and keep our employees and other interested parties fully informed of this program, and execute and maintain this program, as well as strive to properly manage personal information through ongoing review and improvement.

➤ **Purposes of Use of Personal Information**

Sojitz pla-net Corporation (the "Company") will use the personal information that it acquires for the following purposes. If you have any questions, please contact the "Personal Information Protection Helpdesk."

(1) Personal Information of Business Partners

- Negotiations, communications, consultations, order acceptance and placement, settlement or other processing relating to business transactions
- Receipt of goods or services, etc. relating to business transactions
- Appropriate and smooth performance of other operations of the Company

(2) Personal Information of Shareholders

- Exercise of rights and performance of duties as shareholders pursuant to the Companies Act and other laws and regulations
- Provision of privileges to, and performance of other measures with regard to, shareholders in the capacity of shareholders
- Management of shareholders, such as preparation of shareholder data based on the standards specified by laws and regulations
- Appropriate and smooth performance of other operations of the Company

(3) Personal Information of Job Applicants Acquired during Hiring Activities

- Provision of information and communications relating to hiring by the Company, screening of job applicants and hiring decisions
- Provision of documents and communications for hiring procedures after a provisional decision is made
- Other labor management and smooth performance of the operations of the Company

(4) Personal Information of the Company's Officers, Employees, Former Employees and their Family Members

- Work-related communications, exchanges of information, and compliance with rights and duties relating to labor laws and regulations, tax laws and regulations and social welfare laws and regulations, including human resource policies (including transfers, evaluations, and career development such as education), payment of wages, attendance management, benefits and so on
- Performance of various procedures specified by internal regulations
- Communications with, and the provision of information to, the Sojitz Employees Union, Sojitz Health Insurance Union, Health Care Room, Shareholding Association, Alumni Club and group companies
- Notification and reporting to government offices, their auxiliary organizations or other organizations to which the Company belongs
- Provision of social welfare benefit services, referrals concerning various types of group insurance and related procedures
- Distribution of internal publications and so on
- Communications during emergencies
- Other labor management and smooth performance of the operations of the Company

## ➤ **Personal Information Protection Help Desks**

Contact the department below for any questions on how to handle personal information. Please understand that depending on the information requested, you may be asked to confirm your identity.

- (Name of company, department, job title)
- (Phone number)
- (Address)

When you submit a complaint, inquiry, or request for notification of the purposes of use, disclosure, correction or suspension of use, etc. with respect to the personal information retained by the Company, please make the request through the following steps. Please be forewarned that Sojitz Corporation will not respond to any request made in person at company offices.

### ■ Procedures for Consultation concerning the Protection of Personal Information

- Help desk for consultation by telephone

Telephone: 81-3-6871-3000

Support hours: 9:15 - 17:30 on weekdays (excluding Saturdays, Sundays and public holidays, and December 29 - January 3)

- Help desk for consultation by mail

Attention: Corporate Planning Dept .

Sojitz Pla-Net Corporation

Iino Building, 1-1, Uchisaiwaicho 2-chome, Chiyoda-ku, Tokyo 100-8691, Japan

### ■ Identity Verification

We appreciate your understanding that, depending on the details of the consultation, we may first perform a procedure to verify your identity when responding to your consultation.

- Document to be submitted for identity verification

Please submit a copy of one of the documents listed in items 1 through 8 below (in respect of item 7, one copy of a certificate of seal impression and registered seal).

If the address on your health insurance card and driver's license has changed, please include a copy of the back side thereof:

1. Health insurance card
2. Driver's license
3. Front side of Individual Number Card
4. Passport
5. Residence card

6. Special permanent resident certificate
7. Certificate of seal impression and registered seal
8. Pension handbook

· Documents to be submitted when a request is made by an agent

Please include a letter granting power of attorney of the individual to whom the personal information pertains, which states that he/she grants agent rights ( if a legal guardian is making the request as an agent of a minor, the legal guardian is required to submit a copy of a family register or its extract, or a certificate of residence that includes both the relevant individual and his/her agent, and their relationship), in addition to the aforementioned "Document to be submitted for identity verification" (please submit the respective documents pertaining to the relevant individual and his/her agent). If a legal guardian of an adult is making the request as an agent of an adult ward, please enclose a copy of the certificate of registered matters.

■ Consultation Form

Please contact either of the consultation help desks listed in the "Procedures for Consultation concerning the Protection of Personal Information" Section above and provide information, including your name, address, contact information, and email address, if any. Please consult with the relevant help desk.

Enactment Record

Established December 1, 2021

Revised April 1, 2022