

Public Notice Regarding Personal Information

■ Handling of Personal Information

1. Purpose of Use of Personal Information Handled by the Foundation

(1) Personal Information Obtained Directly in Writing

(Including information obtained through websites or email)

The purpose of use will be clearly specified in writing to the individual prior to acquisition.

(2) Personal Information Obtained by Other Means

Category	Purpose of Use
Personal information of dependents	For payroll calculation, year-end tax adjustments, and social insurance procedures for officers and employees
Information of business partners	For business communication, contract administration, and execution of contracts
Personal information entrusted by clients	For the proper execution of entrusted services

■ Notification Regarding Retained Personal Data

With respect to retained personal data held by the Foundation or records of third-party provision, the Foundation will respond to requests from the individual or their authorized representative regarding notification of purpose of use, disclosure, correction, addition, deletion, suspension of use, erasure, or suspension of provision to third parties (hereinafter referred to as "Requests for Disclosure, etc.") in accordance with the following procedures:

a) Name of the Organization

Japan Health & Research Institute 8F Garo Building, 3-1-4 Nihonbashi, Chuo-ku, Tokyo 103-0027,
Japan Chairman: Noritsugu Kato

b) Personal Information Protection Manager

Name: Takashi Misato Department: Administration Department Contact: Tel: +81-3-5290-1621

c) Purpose of Use of All Retained Personal Data

Category	Purpose of Use
Personal information of dependents	For payroll calculation, year-end tax adjustments, and social insurance procedures
Information of business partners	For business communication, contract administration, and execution
Employee information	For HR management, labor management, business operations, health management, and security management
Applicant information	For communication with applicants and recruitment activities
Specific personal information (My Number)	For purposes stipulated under the Act on the Use of Numbers

d) Contact for Complaints Regarding the Handling of Retained Personal Data

(1) Foundation Contact Desk

Japan Health & Research Institute Personal Information Inquiry Desk 8F Garo Building, 3-1-4 Nihonbashi, Chuo-ku, Tokyo 103-0027, Japan Tel: +81-3-5290-1621

Business Hours: 9:00–17:00 (Closed on weekends, public holidays, year-end/New Year holidays, and Golden Week)

(2) Accredited Personal Information Protection Organization

Japan Institute for Promotion of Digital Economy and Community (JIPDEC) PrivacyMark Promotion Center Tel: +81-3-5860-7563

e) Procedures for Requests for Disclosure, etc.

(1) Submission of Requests

Please submit requests for disclosure, etc. to the Personal Information Inquiry Desk above. If you wish to request disclosure by electronic means, please indicate so. We will respond accordingly where possible.

(2) Procedure for Requests

Upon receiving your request, we will send you the designated request form (“Request Form for Disclosure of Retained Personal Data”).

Please return the completed form along with:

Documents verifying the identity of a representative (if applicable)

A postal money order for the applicable fee (only for requests for notification of purpose of use or disclosure)

After receiving the request, we may confirm your identity by asking for two pieces of registered personal information (e.g., telephone number and date of birth).

Responses will generally be provided in writing (by postal mail).

(3) Requests by Representatives

If a request is made by a representative, please enclose documents verifying both:

The authority of the representative

The identity of the representative

Sensitive information such as domicile should be limited to the prefecture level, and other details should be masked. Documents must not include My Number, or it should be fully redacted.

Documents proving representative authority:

If authorized by the individual: → Power of attorney (original)

If legal guardian of a minor: → Copy of family register, resident certificate (showing relationship), or other official documents

If legal guardian of an adult ward: → Certificate of registered guardianship or equivalent official documents

Documents verifying the representative’s identity:

Driver’s license

Passport

Health insurance card

Resident certificate (without My Number)

My Number card (front side only)

(4) Fees

JPY 1,000 per request

(For written requests, please enclose a postal money order. For other methods, details will be provided upon request.)

f) Security Measures for Retained Personal Data

(1) Establishment of Basic Policy

We have established a Privacy Policy to ensure proper handling of personal data, including compliance with laws and complaint handling procedures.

(2) Development of Rules

We have established internal regulations covering each stage of handling personal data, including acquisition, use, storage, provision, and disposal.

(3) Organizational Measures

Appointment of responsible personnel and clarification of handling scope

Establishment of reporting systems for violations

Regular self-inspections and audits by internal and external parties

(4) Personnel Measures

Regular employee training

Submission of confidentiality agreements by all employees

(5) Physical Measures

Access control to areas handling personal data

Measures to prevent theft or loss of devices, media, and documents

Secure handling during transport

(6) Technical Measures

Access control to limit data handling scope

Protection of systems against unauthorized access and malicious software