

Purpose of Use of Employees' Personal Information

The Company collects and uses employees' personal information within the scope of the following purposes. We shall notify employees if we need to use personal information in excess of the scope of the purpose specified when collected.

1. In relation to human resources, labor services, remuneration calculations/decisions/payment, training, dismissal/retirement, other employment management and business administration, securing appropriate operations management, and communicating with employees
2. For provision to a company temporarily transferred or dispatched to, on the assumption of use solely to the extent necessary for labor management, etc. at the company temporarily transferred or dispatched to when an employee is temporarily transferred or dispatched
3. To maintain health information on employees (results of medical examinations, medical history, other medical related information) to ensure an appropriate working environment
4. For provision of employee information (names, affiliation, type of employment) to our parent company

The Company uses employees' individual numbers to the extent necessary for the following administrative tasks based on the Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures (My Number Act).

1. To prepare statutory reports on salaries, retirement allowances, and retirement pensions
2. In employment insurance notifications
3. In health insurance and employees' pension insurance notifications
4. In national pension third insured person notifications
5. To prepare payment records for remuneration, fees, contract fees, and bonuses
6. For other administrative work relating to individual numbers prescribed in laws and regulations

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