

Letter of Consent Regarding Acquisition and Handling of Employees' Personal Information

[company's name]

CEO Mr.

I agree to the following matters regarding the handling of your employee's personal information (hereinafter referred to as "personal information").

Article 1 (Purpose of obtaining and using personal information)

Your company acquires the following personal information for the purpose of use described in each section and uses it within the scope of the purpose.

- (1) Basic Information : Name, date of birth, gender, address, telephone number, email address, nationality, face photo

Purpose of Use : Business contact, decision of salary etc. (including remuneration, salary, bonus, various allowances, paid transportation expenses, etc.; the same applies hereinafter), personnel evaluation, pension related procedures, social insurance related procedures, taxes and public dues procedures, providing company benefits, legally required procedures, and other employment management

- (2) Information related salary : Amount of salary, salary payment form, family structure, dependents, commuting route, deposit account for wage transfer

Purpose of Use : Decision and payment of salary, taxes and public dues procedures

- (3) Personnel Information : Goal management sheets, personal history, resume, qualifications, licenses

Purpose of Use : Personnel evaluation, decision of a placement, job training and education

- (4) Health Information : Result of medical check-up, result of body measuring, medical certificate, clinical history, disability

Purpose of Use : Health management of employees, decision of a placement, judgement of propriety of working such as taking leave and reinstatement, fulfillment of obligations of considering safety and ensuring a healthy working conditions

- (5) Family Information : Family structure(including living together/separated), dependents

Purpose of Use : Providing company benefits, judgement of granting child-care/family-care leave, taxes and public dues procedures

Article 2 (Provide to a third party)

Your company provides personal information to a third party in the following cases.

- (1) When providing to your own bank for wage transfer
- (2) When providing to the relevant government agencies for pension related procedures, social insurance related procedures, taxes and public dues procedures, and other procedures required by law
- (3) When providing to the place of loan regarding the information of employee who will be sent on loan to that company
- (4) When providing information to a third party in a foreign country in accordance with investigations, inquiries, litigation procedures and similar procedures based on the laws and regulations of foreign countries

Article 3 (Provision to consignment, business succession or affiliated companies)

1. Your company may entrust all or part of personal information to an outside business operator who is deemed to have taken necessary and appropriate safety management measures within the scope of the purpose of use described in Article 1.
2. Your company may provide all or part of personal information to the succeeding company as the business is succeeded by merger, spin-off, business transfer, etc.
3. Your company may provide all or part of personal information to your affiliated companies (including those located in foreign countries) within the scope of the purpose of use described in Article 1.

Article 4 (Voluntariness of provision of personal information)

It is voluntary for me to provide my personal information to your company, but if you do not provide the personal information correctly, you may suffer disadvantages in employment management and business.

【Consultation about personal information】

[company's name] [division name]

[address of the company]

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Date: _____

Address : _____

Name : _____