

## Handling of Personal Information

Thank you for applying to work at ID Holdings Corporation.

We take great care to maintain the confidentiality of the personal information we receive from applicants in accordance with our Personal Information Protection Regulations. Such personal information will be handled as set forth below.

### 1. Purpose of use of personal information

Personal information submitted (name, date of birth, address, telephone number, e-mail address, educational background, work history, qualifications, etc.) will be used for the following purposes.

- (1) To screen applicants
- (2) To undertake employment procedures and administrative work when hired (salary, tax and insurance related work)
- (3) To share information with applicants
- (4) To provide data using the LINE app
- (5) To send materials to be distributed to people who have been offered a job and to provide pre-hiring training

### 2. We will not provide applicants' personal information to a third party without their permission, unless required by law, except in the following cases:

- (1) When providing information to Group companies entrusted to screen applicants
- (2) When entrusting some processing of data relating to medical interviews and tests conducted for reference purposes during the screening process, to a specialist vendor
- (3) When providing information to contractors entrusted to send materials and provide preliminary training to applicants who have been offered a job

### 3. Return and disposal of application documents

Information submitted will not be returned if a decision is made not to hire an applicant or if an applicant withdraws their application. We will take responsibility for disposing of such information by the end of the relevant fiscal year. Your understanding is appreciated.

### 4. Voluntariness of the provision of personal information

Personal Information is always provided at the discretion of the applicant. However, we may not be able to appropriately screen applicants if the information provided is inadequate.

### 5. Procedures for responding to requests for disclosure, etc. of personal information

Applicants who wish to request disclosure, correction, or deletion of information submitted, should contact us in writing at the address below, clearly indicating the content of the request and the reason for the request, and attaching an official identity verification document.

## 6. Disclaimer

Please understand that we accept no liability for failing to avoid accidents, such as leaks of personal data, etc., that occur due to grounds not attributable to us, despite our implementation of security management in accordance with our regulations, etc.

## 7. Inquiries desk concerned with personal information

Please contact us at the address below if you have any questions regarding our management of personal information or to request disclosure, correction, or deletion of personal information.

- Inquiries regarding our handling of personal information should be made to:  
Information Management Supervisor, Senior Corporate Officer  
Information Management Supervisor, Director  
Tokyo Branch Office, INFORMATION DEVELOPMENT Wuhan CO., LTD.  
Information Security Help Desk (Telephone: +81-3-3262-5298)