



Accredited to *ISO/IEC17020*

EAA Company Limited

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Privacy Policy

This Policy shall set forth the basic matters to be complied with to appropriately manage and use the personal information handled by the EAA Company Limited (EAA).

1. Compliance with laws and regulations/standards

EAA shall maintain the laws and regulations concerning the handling of personal information and the guidelines and other standards established by the national government up-to-date at all times and comply with the same.

2. Ensuring of appropriate information management

EAA shall appoint the supervisor for personal information and take measures for appropriate prevention and correction with respect to unauthorised use, loss, destruction, falsification and leakage of personal information. In addition, the EAA shall implement education and training for the Handling of Personal Information for all officers and employees and others to seriously tackle appropriate management.

Furthermore, confidential corporate information shall be appropriately managed in the same manner as personal information.

3. Acquisition and purpose and scope of use

When keeping personal information, EAA shall clarify the purpose of use and acquire the information to such extent as considered necessary. In addition, EAA shall not use, provide or entrust the handling of personal information in excess of the agreed scope of the purpose of use or the range of the request under the laws and regulations or standards (hereinafter referred to as the “scope of the purpose of use, etc.”).

4. Limitation and management of use, etc.

EAA shall keep personal information confidential and appropriately manage the information so as not to handle it exceeding the scope of the purpose of use, etc. In addition, based on the scope of the purpose of use, etc., when personal information is transmitted to or received from the outside of the Company, EAA shall conduct management and supervise so that such information may be handled under strict control.

5. Establishment and continuous improvement of the personal information protection management system

EAA shall develop various rules and the system to enable appropriate handling of personal information, establish/implement the personal information protection management system and continue to improve the same.

6. Contact for inquiries and complaints about personal information

EAA has set up the “Contact for Inquiries about Personal Information” in the General Affairs Department and appropriately, sincerely and promptly respond to the inquiries or complaints about personal information submitted by the relevant person. With respect to the personal information subject to disclosure, EAA shall receive from the relevant person a notification of the purpose of use, disclosure, a correction /addition /deletion of the contents, suspension of use and a request for suspension of information provision to a third party and deal with the matter in a rational manner.

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