

## **Personal Information Protection Policy**

Hodogaya Chemical Group (the "**Group**") recognizes that it has a corporate social responsibility to handle personal information properly with which individuals can be identified, such as name, address, phone number and e-mail address of customers obtained by the Group through its business (the "**Personal Information**"), complies with the Act on the Protection of Personal Information of Japan (the "**Personal Information Protection Act**") and other relevant laws and regulations and protects Personal Information of customers by taking sufficient care in handling Personal Information as set out hereinbelow. The definitions of "Personal Information", "**Personal Data**" and "**Retained Personal Data**" herein are based on Article 2 of the Personal Information Protection Act. Personal Information related to employees of the Group shall be properly managed and protected in accordance with the Group's internal rules, etc.

### **1. Purpose of Use of Personal Information**

The Group will use customers' Personal Information only for providing products and services of the Group and information on such products and services to customers. Any Personal Information provided by customers will not be used for any other purpose.

### **2. Management of Personal Information and Security Control Measures**

The Group will endeavor to properly manage customers' Personal Information and to maintain and improve the security for the purpose of safe management of the Personal Information. In case Personal Information shall be disclosed to outsourcing contractors of the Group to the extent necessary for the purpose of use as set forth in 1. above, the Group will contractually oblige the outsourcing contractors to manage Personal Information properly and the Group will supervise the outsourcing contractors properly.

### **3. Provision of Personal Information to Third Parties**

The Group shall not provide any customers' Personal Information to any third party except for cases in which the customer gives its consent, or prescribed by laws and regulations.

#### **4. Sharing of Personal Data**

The Group may share and jointly use Personal Data as follows:

- 1) Items of Personal Data
  - (1) name, address, phone number and e-mail address
- 2) Scope of persons who share and use such data
  - (1) within the Group
- 3) Purpose of Use
  - (1) to provide products and services of the Group
  - (2) to provide information on products and services of the Group
- 4) Person responsible for management of Personal Data to be shared and used
  - (1) executive officer who supervises the general affairs department

#### **5. Inquiries and Corrections, etc.**

Please use the contact details below if the customer wants to make an inquiry about or correction, etc. to the Group of his/her own Personal Information in connection with Retained Personal Data held by the Group. After verifying his/her identity, the Group will respond to the request properly and promptly.

- 1) Contact information
  - (1) Reception Counter  
2-4-1 Yaesu, Chuo-ku, Tokyo, Japan 104-0028  
Hodogaya Chemical Co., Ltd.  
General Affairs Department  
Phone No.: +81 3-5299-8000

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