

■ Announcement on Handling of Personal Information

The JTB Communication Design, Inc. (hereinafter, “the Company” or “we”) will announce the following matters pursuant to Article 27 “Public Disclosure etc. on Matters relating to Retained Personal Data” of the Act on the Protection of Personal Information, and JISQ15001:2006 3.4.4.3 “Dissemination of matters on personal information subject to disclosure.”

*However, the Company shall disclose the following matters as the “personal information subject to disclosure” (*1), regardless of any length of retention period, without considering the condition for exemption “data other than those set to be deleted within a period of no longer than one year (six months) that is prescribed by cabinet order” as defined as “retained personal data” in Article 2 of the Personal Information Protection Act.

(1*) “Personal information subject to disclosure” refers to

a collective body of information systematically organized so as to allow easy search for a specific individual which the Company has the authority to respond to request from the principal to notify the purpose of use of, disclose, correct, add or delete the contents of, cease the use of or erase, or cease providing to a third party.

1. Name of Business Operator

JTB Communication Design, Inc.

2. Name or Title, Division/Dept. and Contact of the Privacy Officer (or His/her Representative)

Division/Dept.: Personal Information Help Desk, JTB Communication Design, Inc.

E mail: p-mark@jtbcom.co.jp / Phone: 03-5657-0600

3. Purpose of Use of Personal Information

Category	Purpose of use	Disclosure category
(1) Purpose of use in the case of directly obtaining personal information stated on the documents, etc. (including those on the website, by email, etc.; hereinafter “documents”) from the principal		
Information handled in various event businesses, etc.	To operate various event operations, e.g., soliciting participants and providing information, confirming applications, registering participation, sending various materials, documents, etc. and contacting, preparing participants list, settling registration fee and exhibit fee, confirming and introducing speakers, confirming and contacting posters/contributors/comment submitters, and visa procedures for events, conventions, training businesses, etc. organized by the Company To provide information regarding various events, services, seminars, etc. continuously organized by the Company	Disclosable
Information handled in providing IT and marketing solution services	To operate IT and marketing solution services provided by the Company, provide related after-sales services, send and provide various information related to service provision or products	Disclosable
Information handled in translation services	To carry out translation services such as the delivery, check or the like of deliverables	Disclosable
Information	To confirm the delivery destinations and manage rental	Disclosable

PA-02 Announcement on Handling of Personal Information

handled in rental services of equipment, etc.	equipment such as video, sound, light equipment, and telecommunication equipment	
Talent fan club member information	To operate fan clubs and manage members thereof such as providing information on the relevant talent	Disclosable
Information concerning survey such as various questionnaire independently administered by the Company	To collect data, administer questionnaire survey, analyze, prepare statistical materials or the like of opinions, intention, etc. about various services and programs (events, seminars, courses, training, etc.) conducted by the Company (In conducting analysis, statistics, etc., the Company will use personal information after processing it in a form that would prevent identification of individuals. Data after processing will not be disclosed.)	Disclosable
Shareholder information	To disclose information, send handouts, and make contact	Disclosable
Business partner information	For making contacts in the course of sales negotiation and business, operation of receiving/placing orders, billing and payment operations	Disclosable
Registered staff information	For registered staff management such as job placement and payroll accounting	Disclosable
Employee information	For the personnel and labor management, business management, and health management of employees, and security control	Disclosable
Specified personal information	For the purpose of use stipulated in the Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures (hereinafter referred to as the "Individual Numbers Act") such as tax affairs, social security, or disaster response	Disclosable
Personal information concerning applicants for employment	To contact applicants for employment and manage the Company's recruitment operations	Disclosable
(2) Purpose of use in the case of directly obtaining personal information other than in writing from the principal		
Audio, video, etc. of participants and visitors at the venues of academic conference, events, seminars, etc.	To prepare various records, e.g., materials attached to reports, materials for retention, press release concerning academic conference, events, seminars, etc.	Non-disclosable
Footage taken by surveillance cameras in relation to events and facilities operation	To ensure safety of visitors, etc. and security and maintenance of facilities	Non-disclosable
(3) Purpose of use in the case of indirectly obtaining personal information from business partners, etc.		

PA-02 Announcement on Handling of Personal Information

Personal information entrusted in relation to undertaking the entrustment of business	<Information handled in the entrusted businesses such as various event operations> To carry out the entrusted businesses of operation of event operations, e.g., soliciting participants, providing information, conforming applications, registering participation, sending various materials, documents, etc. and contacting, preparing participants list, settling registration fee and exhibit fee, confirming and introducing speakers, confirming and contacting posters/contributors/comment submitters, and visa procedures for entrusted events, conventions, training businesses, etc.	Non-disclosable
	<Information handled in the entrusted businesses of advertising and promotion businesses> To carry out entrusted businesses, e.g., consigned advertising and promotion activities, promotion events, prizes, and campaigns	Non-disclosable
	<Information handled in entrusted businesses such as the operation of various examinations and tests> To carry out the entrusted businesses of operations, e.g., providing information on application and accepting applications for taking various examinations and tests, managing examinees, scoring test results, pass/fail judgement, sending pass/fail notices, etc. and management of those who passed	Non-disclosable
	<Information handled in fan club operations on their behalf> To carry out the entrusted businesses of operation, e.g., fan club operation and member management such as providing information on the relevant talent	Non-disclosable
Information received from corporations that use IT and marketing solution services provided by the Company	To provide services for organization members To provide school commuting notification information e-mail delivery services	Non-disclosable
Information handled in MSQ (Motivation of Status Quo)	To conduct training for MSQ (Motivation of Status Quo) individuals and organizations analysis operations and the utilization of the results thereof, mutual communication, <i>Manejin</i> (motivation and management diagnosis) analysis and mutual communication of the results thereof	Non-disclosable
Information of applicants for employment obtained via recruiting companies	To contact applicants for employment and manage the Company's recruitment operations	Disclosable

In the case of directly receiving personal information stated in documents, we will clearly specify the purpose of use each time, except in the following cases:

- (1) if informing the principal of or publicly announcing the purpose of use would harm the life, body, property or any other rights and interests of the principal or a third party;
- (2) if informing the principal of or publicly announcing the purpose of use would harm the rights or legitimate

PA-02 Announcement on Handling of Personal Information

interests of the Company;

- (3) in the case where there is a need to cooperate in regard to a central government organization or a local government performing affairs prescribed by laws and regulations, if informing the principal of or publicly announcing the purpose of use would interfere with the performance of the such affairs; or
- (4) if the purpose of use is found to be clear in light of the circumstances of the acquisition.

4. Provision of Personal Information to Third Parties

We will not furnish your personal information to any third party except in the following cases:

- (1) if the principal has agreed to such provision;
- (2) if it is based on laws and regulations;
- (3) in the case where such provision is needed to protect a human life, body or property, and if it is difficult to obtain the consent of the principal;
- (4) in the case where such provision is especially needed to enhance public hygiene or promote fostering healthy children, and if it is difficult to obtain the consent of the principal;
- (5) in the case where there is a need to cooperate in regard to a central government organization or a local government, or a person entrusted by them performing affairs prescribed by laws and regulations, and if obtaining the consent of the principal would interfere with the performance of the said affairs; or
- (6) in the case of entrusting whole or part of the handling of personal information within the scope necessary to achieve the purpose of use in order to smoothly perform affairs.

5. Sharing of Personal Information

We will share your personal data in our possession within a minimum scope necessary for contacting you, e.g., name, address, telephone number or email address, with the group companies listed below:

Such group companies may use the same at each responsibility to provide sales information of each company, simplify your application procedures, provide information of the details of events, products, services, campaigns, benefits services, etc. or ship products purchased by you.

Company name	Address	Name of manager
JTB Corp.	JTB Bldg., 2-3-11 Higashi-Shinagawa, Shinagawa-ku	Senior Manager of Legal Affairs, Legal Affairs Department
JTB Business Travel Solutions, Inc.	NBF Toyosu Canal Front, 5-6-52, Toyosu, Koto-ku	General Manager, Human Resources & General Affairs Dept.
JTB Benefit Service, Inc.	2-7-6, Fukagawa, Koto-ku	General Manager, Business Management Head Quarter

Personal information to be shared shall be information obtained by group companies via the internet (Web and email), in writing or the like. The Company will take appropriate safety measures in delivering personal information.

6. Entrustment of Handling of Personal Information

The Company outsources part of operations in order to provide its customers with good services. Personal information may be furnished to contractors. In this case, the Company will select subcontractor(s) who are deemed to properly handle personal information, arrange the matters necessary to prevent the leakage of your personal information, including proper management and confidentiality of personal information, in contracts, etc., and have them conduct proper management.

7. Request for Disclosure, etc. of Personal Information

You may contact us at our contact desk regarding disclosure (the notification of the purpose of use, disclosure, correction, addition and deletion of contents, cessation of use or erasure, and/or cessation of provision to third parties) of your own personal information. In the case, we will respond to your demand within a reasonable period of time

PA-02 Announcement on Handling of Personal Information

after verifying the identification of the requesting person. For the details of request for disclosure, etc., please refer to the “Procedures for Requesting Personal Information Subject to Disclosure” stated later.

8. Personal Information Provided on a Voluntary Basis

Whether or not the principal provides us with personal information is voluntary. If any necessary item is not furnished, however, we might not be able to provide you with services, etc. in proper conditions.

9. Acquisition of Personal Information by Any Method That Is Not Easily Recognizable by the Principal

We do not acquire your personal information by any method that is not easily recognizable by the principal, by using Cookie or the like. All portions of our website into which personal information is entered use SSL (Secure Sockets Layer) data encryption system. Further, we take measures such as installing firewalls to protect information in the website. Please be noted in advance, however, that we cannot completely guarantee security due to the nature of communications via the Internet.

10. Accredited Personal Information Protection Organization to Which the Company Belongs

An accredited personal information protection organization refers to an organization accredited by the competent minister in charge pursuant to Article 47 of the Personal Information Protection Act, which is an organization aimed at ensuring the proper handling of personal information through dealing with complaints about the handling of personal information subject to disclosure, etc., or providing information to the covered business operators, etc.

The Company is registered as a covered business operator with “JIPDEC” accredited as an accredited personal information protection organization by the Minister of Economy Trade and Industry and the Minister of Internal Affairs and Communications pursuant to the provisions of Article 37 of the Personal Information Protection Act. JIPDEC accepts complaints and consultation concerning the handling of personal information of covered business operators.

Name of accredited personal information protection organization: JIPDEC

Contact for settlement of complaints: Personal Information Protection Consultation Service Office
PrivacyMark Promotion Center

Address: Roppongi First Building 1-9-9 Roppongi, Minato-ku, Tokyo 106-0032

Phone Number: 03-5860-7565 0120-700-779

11. Handling of Specified Personal Information

- (1) The Company will use personal information only within the scope of purpose of use as set forth in the Individual Numbers Act.
- (2) The Company shall not furnish it to any third parties other than those set forth in the Individual Numbers Act.
- (3) Upon completion of any process related to individual numbers as set forth under the Individual Numbers Act, the Company shall promptly delete or erase such individual numbers.

Contact Desk:

We accept your requests for disclosure, etc. concerning the personal information subject to disclosure, as well as inquiries and complaints concerning personal information, at the contact desk stated below:

Celestine Shiba Mitsui Bldg., 3-23-1 Shiba, Minato-ku, Tokyo 105-8335

Personal Information Contact Desk, JTB Communication Design, Inc.

Email address: p-mark@jtbcom.co.jp TEL: 03-5657-0600 (Reception hours: 9:30-18:00*)

* Please note that we respond to questions and inquiries received on Saturdays, Sundays, national holidays, during the year-end and new-year period or Golden Week holiday on the next business day or later.