

Privacy Policy

Basic Policy

Mitsui High-tec, Inc. (hereinafter referred to as "we") complies with relevant laws and regulations and has established internal rules based on the recognition that the protection of personal information is a significant social responsibility.

1. We clearly specify the purpose of utilization of personal information within the scope of our legitimate business and will acquire and use personal information in a fair and appropriate manner within the scope necessary to achieve a utilization purpose.
2. We strive to maintain personal information accurate and up to date, and to prevent unauthorized access, leakage, loss, and damage to personal information.
3. We do not provide personal information to any third parties except obtaining a principal's consent in advance or as permitted by laws and regulations.
4. We strive to establish an internal system and to improve it as necessary to ensure the proper security control of personal information.

Disclosure on Matters Pertaining to the Protection of Personal Information

1. Our Appellation, Address and the Name of our Representative

Mitsui High-tec, Inc.

2-10-1, Komine, Yahatanishi-ku, Kitakyushu-shi, Fukuoka, 807-8588, Japan

President and Representative Director Yasunari Mitsui

2. The Purpose of Utilization of Personal Information

We use personal information (as are provided in Article 2 of the "Act on the Protection of Personal Information") for the following purposes. Except as permitted by laws and regulations, we obtain a principal's consent on a case-by-case basis when using personal information beyond the necessary scope to achieve a utilization following purposes.

(1) Personal Information Pertaining to Customers and Business Partners

- Sales, provision, provision of information, maintenance, sales, business negotiation, arrangement, negotiation, contact, planning, research, development, quality improvement, information on seminars or exhibitions, payment and invoicing, conclusion and fulfilment of contracts, response to inquiries, and conduct and analyses questionnaire surveys; pertaining to products and services in our business (for our products and services, see our official corporate website <https://www.mitsui-high-tec.com/en/products/>).
- Entry and Exit Management of Our Facilities

(2) Information on Shareholders

- Exercise of shareholders' rights and fulfillment of obligations under laws and regulations
- Providing various conveniences to shareholders' status
- Implementation of various measures to facilitate relationships between shareholders and us
- Management of shareholders

- Preparation of data and materials in accordance with prescribed standards based on various laws and regulations

(3) Personal Information Pertaining to the Job Applicants

- Recruitment activities of job applicants (to consider recruitment in the applicable year at the time of application)
- To formulate our recruitment policies
- Administrative Procedures accompanying Recruitment Activities etc.

(4) Personal Information Pertaining to Employees and Former Employees (hereinafter referred to as "employees") and Their Families

- Operations pertaining to personnel affairs, rewards and punishments, personnel management, labor unions, wages, social insurance, income tax, welfare, training, recruitment, health management and occupational safety and health
- Administrative procedures pertaining to a matter for congratulations, condolences, and insurance affairs
- Contact after retirement
- Operations pertaining to the promotion of compliance, such as response to whistle blowing by employees, etc.

(5) Actions based on laws and regulations pertaining to the item (1) through (4)

3. Request for Disclosure, etc.

For a request for notification of a utilization purpose of personal information provided to us, and for disclosure, correction, addition or deletion, discontinuance of utilization, elimination or discontinuance of provision to a third party of our held personal data (only when implement) (hereinafter referred to as "disclosure, etc."), please contact the section described in 5. We show you how to proceed.

4. Matters Pertaining to Security Control Actions

In order to ensure the proper handling of personal information as an organization, we have established internal rules for the handling of personal information such as the "Personal Information Protection Rule" and "Information Security Policy" in addition to the "Personal Information Policy", and also take necessary and appropriate actions to prevent the leakage, loss, or damage of handled personal information and the other for the security control of personal information such as periodic self-inspections of the status of the handling of personal data, prevention of theft or loss of equipment handling personal data and implementation of access control.

We respond appropriately in accordance with laws and regulations when having any leakage, loss, or damage of our handled personal information.

We conduct periodic trainings for the relevant employees and conduct necessary and appropriate supervision to ensure the security control of that personal information, when having our employees handle personal information.

If you have any questions pertaining to our security control actions, please contact the section described in 5.

5. Questions and Complaints Pertaining to Requests for Personal Information, Disclosure, etc. and Security Control Actions

Please contact the following for questions and complaints about personal information.

Compliance Group, Legal Department, Mitsui High-tec, Inc.

- For mailing: 2-10-1, Komine, Yahatanishi-ku, Kitakyushu-shi, Fukuoka, 807-8588, Japan
- For fax: +81-93-614-1200
- For telephone: +81-93-614-1181 (hours: 9:00 a.m. to 5:00 p.m. on weekdays)

6. Entrustment

We conduct necessary and appropriate supervision of trustees in order to ensure the security control of the entrusted personal information in case of entrusting the handling of personal information, in whole or in part, to the extent necessary to achieve a utilization purpose.

7. Joint Use

We may use the following information jointly by us and our group companies as necessary to accomplish our business. In that case, a person responsible for controlling of that personal information is us.

(i) Personal Information Used Jointly

- Contact information of customers and business partners (name, address, telephone number, e-mail address, company name, etc.)
- Information received through the "Contact Us" page on our website or the section described in 5 such as inquiries or requests, etc.
- Contact information of job applicants being entered through the registration form on the Entry page of our website (name, gender, date of birth, address, telephone number, contact information during vacation, e-mail address, cell phone number, etc.)
- Information on employees and their families

(ii) Scope of Joint Users

Our subsidiaries and group companies (for our group companies, please see our official corporate website at <https://www.mitsui-high-tec.com/en/corporate/location/>.)

(iii) Purpose of Joint Use

- (1) Information received through the "Contact Us" page on our website or the contact section described in 5 such as contact information of our customers and business partners, and inquiries or requests, etc.
 - Sales, provision, provision of information, maintenance, sales, business negotiation, arrangement, negotiation, contact, planning, research, development, quality improvement, information on seminars or exhibitions, payment and invoicing, conclusion and fulfilment of contracts, response to inquiries, and conduct and analyses questionnaire surveys; pertaining to products and services in our business
- (2) Contact Information of Job Applicants
 - Recruitment activities of job applicants (to consider recruitment in the applicable year at the time of application)

- To formulate our recruitment policies
- Administrative procedures, etc. accompanying recruitment activities

(3) Information on Employees and Their Families

- Operations pertaining to personnel affairs, rewards and punishments, personnel management, labor unions, wages, social insurance, income tax, welfare, training, recruitment, health management and occupational safety and health
- Administrative procedures pertaining to a matter for congratulations, condolences, and insurance affairs
- Contact after retirement
- Operations pertaining to the promotion of compliance, such as response to whistle blowing by employees, etc.

(4) (5) Actions based on laws and regulations pertaining to the item (1) through (3)

(iv) The Name or Appellation and Address of a Person Responsible for Controlling the said Personal Information and, for a Corporate Body, the Name of its Representative

Mitsui High-tec, Inc.

2-10-1, Komine, Yahatanishi-ku, Kitakyushu-shi, Fukuoka, 807-8588, Japan

President and Representative Director Yasunari Mitsui

8. Provision to a Third Party

We do not provide personal information to any third parties (excluding entrustment, joint use, and business succession) without obtaining a principal's consent in advance except in the following cases.

- (i) Cases based on laws and regulations
- (ii) Cases in which there is a need to protect a human life, body or fortune, and when it is difficult to obtain a principal's consent
- (iii) Cases in which there is a special need to enhance public hygiene or promote fostering healthy children, and when it is difficult to obtain a principal's consent
- (iv) Cases in which 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 when there is a possibility that obtaining a principal's consent would interfere with the performance of the said affairs

Revised on November 22, 2021

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Mitsui High-tec, Inc.