

Handling personal information

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Jun Mitsui & Associates Inc. Architects and Pelli Clarke Pelli Architects Japan, Inc. (“we”) recognize the need to respect personal information and to protect and manage it appropriately. With this awareness, we make efforts to protect personal information according to the policy below.

(1) We will use appropriate means when acquiring personal information.

(2) We will use personal information provided by customers only within the scope of the purpose of use notified to the customers.

(3) We will not provide or disclose personal information to a third party, unless:

- we have obtained the consent of the person to whom the personal information relates; or

- we are providing or disclosing the personal information pursuant to laws or as permitted by laws.

(4) We will ensure the accuracy of personal information and manage it securely.

(5) We will comply with laws and other regulations applying to personal information.

Furthermore, we will implement internal systems for the protection of personal information and review and improve them as necessary.

Handling personal information relating to recruitment

(1) Policy for efforts

We will comply with the matters defined below, in addition to the relevant laws and regulations, for the appropriate protection and use of personal information handled in relation to recruitment and will enact ongoing improvements to our management regime and efforts for protecting personal information.

(2) Definition of personal information

“Personal information” means information about individuals that can identify a particular individual, such as his or her name, date of birth, address, telephone number, or email address (including information that cannot identify an individual on its own but

can be readily collated with other information and thereby identify a particular individual).

(3) Purposes for acquiring and using personal information

(i) We will acquire and use personal information only for the following purposes and will acquire personal information by fair and legal means, such as acquiring it directly from the person to whom it relates or acquiring it from another person with the consent of the person to whom it relates.

- To provide information about and receive applications for various seminars, etc.
- To provide various company information, etc.
- To provide information about employee recruitment
- To receive applications for selection for recruitment
- To select for recruitment
- To check skills held and work experience and to determine suitability for the position under application
- For administrative processing, including notification, concerning selection for recruitment
- To provide information about tentative job offers, health checks upon employment, and other events
- To manage employment after commencing work

(ii) If we are asked by the person to whom personal information relates to cease use of the personal information with regard to employment, we will immediately cease use of the personal information for that purpose.

(4) Management of personal information

We will manage personal information under an appropriate management regime, including establishing an internal management regime and thoroughly educating employees, to ensure that the personal information that we acquire is not lost, destroyed, altered, divulged, or improperly accessed.

(5) Provision of personal information to third parties

We will not provide or disclose personal information that we handle in relation to recruitment to any third party except the outsourcers in the following item without the prior consent of the person to whom the personal information relates, unless provided for by laws.

(6) Management of outsourcers

If we outsource all or part of our personal information processing, sending of documents or email to applicants, surveys, and other activities for recruitment to a third-party outsourcer, we will ensure that the outsourcer fully understands and thoroughly follows this policy.

Handling personal information from trading partners and fee payers

(1) Definition of personal information

“Personal information” means information about individuals that can identify a particular individual, such as his or her name, date of birth, address, telephone number, or email address (including information that cannot identify an individual on its own but can be readily collated with other information and thereby identify a particular individual).

(2) Purposes for acquiring and using personal information

We will acquire and use personal information from trading partners and fee payers only for the following purposes and will use fair and legal means, such as acquiring it directly from the person to whom it relates or acquiring it from another person with the consent of the person to whom it relates.

- (i) For the payment of fees, etc.
- (ii) To send invoices, receipts, and other necessary documents
- (iii) To carry out any other operations ancillary to the operations in (i) and (ii) above

(3) Management of personal information

We will establish an internal management regime and manage the personal information that we acquire to ensure that it is not lost, destroyed, altered, divulged, or improperly accessed.

(4) Provision of personal information to third parties

We will not provide or disclose personal information to any third party without the prior consent of the person to whom the personal information relates, unless provided for by laws.