

# Handling of Personal Information

Takamatsu Construction Group Co.,Ltd.

Takamatsu Construction Group Co.,Ltd. (hereinafter “the Company” will conduct proper control of personal information of our customers, business partners, shareholders, employees and other parties, in accordance with “Privacy Policies”. The following shows concrete procedures to treat personal information.

## 1. Intended Use of Personal Information

### (1) Intended use of personal Information of our shareholders

➔ To administer shareholder information, to send necessary mails and shareholder benefit plan.

### (2) Intended use of personal Information who provided us requests, opinions or questions to our homepage, etc.

➔ To receive, respond and administer requests, opinions, complaints or questions

### (3) Intended use of personal Information of our employees and their families

➔ To administer employee employment (retirement), benefit plans and taxation issues

### (4) Point of Contact

Personal Information Protection Office, General Affairs Department

Takamatsu Construction Group Co.,Ltd.

1-2-3 Shin-Kitano, Yodogawa-ku, Osaka 532-0025

Phone: 81-(0)6-6303-8101

Open Hours: 9:00 to 12:00, 13:00 to 17:00,

Monday through Friday except for National and Corporate Holidays

It should be noted that the Company may provide personal information to contractors to the extent necessary to ensure smooth performance of business operations. In this case, the Company will conduct appropriate supervision such as entering into agreements with the contractors and other measures.

## 2. Sharing Personal Information

The Company will share personal information of customers as follows;

### (1) Items of Personal Information

Name, address, place of contact, phone number, fax number, mail address (includes SNS ID and account names), birthdate, gender, office name, office address, office phone number, content and information of contract with the Company.

### (2) Scope of Entities with which personal information is shared (as of June 16, 2017)

Takamatsu Construction Group Co., Ltd.

Takamatsu Corporation

Takamatsu Techno Service Co., Ltd. (Osaka)

Takamatsu Estate Co., Ltd. (Osaka)

Takamatsu Techno Service Co., Ltd. (Tokyo)

Takamatsu Estate Co., Ltd. (Tokyo)

Suminoe Kogei Co., Ltd.

JP Home Co., Ltd.

Kongo-Gumi Co., Ltd.

Nakamura Shaji Co., Ltd.

Asunaro Aoki Co., Ltd.

Asunaro Road Co., Ltd.

Aoki Marine Co., Ltd.

Toko Geotech Co., Ltd.

Mirai Construction Co., Ltd.

M's Co., Ltd.

Niigata Mirai Co., Ltd.

Shimada-Gumi Co., Ltd.

Nippon Owners Credit Co., Ltd.

### (3) Intended Use

The Company will use personal information for the following objectives:

1. Personal information of our customers who have concluded or are under discussion to conclude contracts with the Company or our Group Companies.
2. Personal information of those who wish to be employed by the Company or our Group Companies.
3. Personal information of our employees or family members of our employees.

### (4) Point of Contact

Personal Information Protection Office, General Affairs Department

Takamatsu Construction Group Co., Ltd.

1-2-3 Shin-Kitano, Yodogawa-ku, Osaka 532-0025

Phone: 81-(0)6-6303-8101

### 3. Providing Personal Information to Third Party

The Company will not provide the personal information to a third party except for the following cases;

- (1) When the Company has obtained prior consent of the customer
- (2) When the Company outsources its business operations to an outside entity to the extent necessary to achieve Purpose of Use
- (3) When the Company is required by laws and regulations to provide personal information
- (4) When the personal information is necessary to protect life, body or property and the Company has difficulty to obtain customer consent
- (5) When the personal information is especially needed to promote the improvement of public hygiene or sound development of children and the Company has difficulty to obtain customer consent
- (6) When the Company is required to cooperate with national or local government to conduct their administration tasks in accordance with laws and regulations, and the acquisition of consent from customers may obstruct to conduct the above tasks
- (7) When the Company provides personal information to the entities described in Paragraph 2

### 4. Disclosure, Correction or Suspension of Use, etc. of Personal Information

#### (1) Disclosure

When a customer requests the disclosure of its personal information described in Paragraph 1 or 2, the Company will respond to the request within reasonable period and to a reasonable extent after confirming the identity of the customer.

#### (2) Partial Correction, Partial Deletion, etc.

When a customer requests correction, addition or deletion of part of its personal information described in Paragraph 1 or 2, the Company will correct, add or delete the information within reasonable period and to a reasonable extent after confirming the identity of the customer, as well as confirming there is gap between the information and the fact.

#### (3) Suspension of Use and Deletion

When a customer requests deletion of its personal information described in Paragraph 1 or 2, or suspension of use of all or part of its personal information described in Paragraph 1 or 2 (hereinafter referred to as Suspension of Use), the Company will conduct Suspension of Use within reasonable period and to a reasonable extent after confirming the identity of the customer.

However, in case Suspension of Use is conducted to part or all the personal information, please understand there may be cases when the Company may not be able to provide service as requested.

#### (4) How to Contact

Please follow the following procedures if you have inquiries / requests concerning (1), (2), (3).

1. Please send the request / inquiry to the address below by using registered mail.  
(Sender needs to bear postage fee. Please note we cannot accept requests / inquiries by phone, e-mail, nor fax. However, we will accept phone calls for inquiries concerning personal information other than (1), (2) or (3).)

<Contacts for our customers and business partners>

Personal Information Office, Takamatsu Construction Group Co.,Ltd.

Address: 1-2-3 Shin-Kitano, Yodogawa-ku, Osaka 532-0025

Phone : 81-(0)6-6303-8101

<Contacts for our shareholders>

Shareholder Office, Takamatsu Construction Group Co.,Ltd.

Address: 1-2-3 Shin-Kitano, Yodogawa-ku, Osaka 532-0025

Phone : 81-(0)6-6303-8101

Office Hours : 9:00 to 12:00, 13:00 to 17:00

Monday through Friday except for National and Corporate Holidays

2. Necessary Items For Inquiries / Requests Concerning (1), (2), (3)
  - a. Copy of ID with photo (eg. Driver's license, passport that does not list "My Number") : 1 document  
or  
In case the above is not available, copies of ID without photo  
(Health insurance certificate, Pension certificate) : 2 documents
  - b. Properly filled Form 1 "Personal Information Request Form" : 1 document
  - c. Reply postage fee by post stamp, 500yen  
Concerning a., in case "My Number" is included, please note we need to stop the procedure.
3. Necessary Items For Inquiries / Requests Concerning (1), (2), (3) by Proxy
  - a. In case requests / inquiries are conducted by proxy, in addition to requirements described in "2. Necessary Items for Inquiries / Requests Concerning (1), (2), (3)", please submit either b. or c. of below:
  - b. In case proxy is a legal proxy representing person under age 20 or adult ward:
    - i) Official document to certify legal proxy
    - ii) Copy of ID of the proxy with photo (eg. Driver's license, passport that does not list "My Number") : 1 document  
or  
In case the above is not available, copies of ID without photo  
(Health insurance certificate, Pension certificate) : 2 documents  
In case "My Number" is included, please note we need to stop the procedure.
  - c. In case proxy is upon request:

- i) Proxy letter "Form 2", with registered seal by mandator : 1 document
- ii) Certificate of registered seal : 1 document
- iii) Copy of ID of the proxy with ID photo (eg. Driver's license, passport that does not list "My Number") : 1 document

or

In case the above is not available, copies of ID without photo  
(Health insurance certificate, Pension certificate) : 2 documents

d. Charges:

Free of charge. However, we ask the inquirer to burden the registered mail fee and response postage fee (Please refer to above "2. Necessary Items for Inquiries / Requests Concerning (1), (2), (3)" for details).

e. Response Method:

We will respond by post mail.

f. Intended Use for Personal Information Acquired Through Inquiry / Request Procedure

Concerning personal information acquired during inquiry / request concerning (1), (2), (3) and other inquiries, the Company will use the information to the extent necessary to respond to the request / inquiry.

Date (Yr/Mo/Day):     /     /

## Personal Information Request Form

To : Takamatsu Construction Group Co.,Ltd.

General Affairs Department, Personal Information Protection Office

## 1 Who is Requesting? (Please check appropriate square)

|   |         |
|---|---------|
| <input type="checkbox"/> Himself / Herself                            | Address |
| <input type="checkbox"/> Legal proxy representing person under age 20 |         |
| <input type="checkbox"/> Legal proxy representing adult ward          | Name    |
| <input type="checkbox"/> Proxy upon request                           |         |

In case this is requested by proxy, please write the Mandator information concerning the person of request.

|         |
|---------|
| Address |
| Name    |

## 2 What do you request?

|   |   |
|---|---|
| Objective<br>(Please check appropriate square(s).)  | <input type="checkbox"/> Notice of intended use of personal information<br><input type="checkbox"/> Disclosure of personal information<br><input type="checkbox"/> Correction, addition or deletion of personal information<br><input type="checkbox"/> Suspension of use and deletion of personal information<br><input type="checkbox"/> Stop to provide personal data to third party |
| Which data? (Please list name, content and other information so that the Company can specify the data to be handled.) |   |
| How Takamatsu informs you?  | We will inform the result by either "Notice to disclose, correct, etc. personal information" or "Notice not to disclose, correct, etc. personal information".   |

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(Company Portion 会社使用欄) (Please do not fill in the below portion ご請求者は記載しないでください。)

|                         |  |
|-------------------------|--|
| 本人の本人確認書類 (*)           | <input type="checkbox"/> 運転免許証 <input type="checkbox"/> パスポート <input type="checkbox"/> 個人番号カード <input type="checkbox"/> 在留カード <input type="checkbox"/> 特別永住者証明書<br><input type="checkbox"/> 個人番号カード <input type="checkbox"/> 健康保険被保険者証 <input type="checkbox"/> 年金手帳 <input type="checkbox"/> その他 (                      ) |
| 代理人による場合、代理人の本人確認書類 (*) | <input type="checkbox"/> 運転免許証 <input type="checkbox"/> パスポート <input type="checkbox"/> 個人番号カード <input type="checkbox"/> 在留カード <input type="checkbox"/> 特別永住者証明書<br><input type="checkbox"/> 個人番号カード <input type="checkbox"/> 健康保険被保険者証 <input type="checkbox"/> 年金手帳 <input type="checkbox"/> その他 (                      ) |
| 代理権の確認書類                | <input type="checkbox"/> 委任状+印鑑登録証明書 <input type="checkbox"/> 戸籍抄本 <input type="checkbox"/> 扶養家族が記入された保険証 <input type="checkbox"/> 登記事項証明書 <input type="checkbox"/> その他 (                      )   |
| 担当者                     | (内線)   |
| 備考                      |  |

(\*) 顔写真なしのものは2点確認

Date (Yr/Mo/Day):     /     /

## Proxy to Request Disclosures, etc., of Personal Information

To : Takamatsu Construction Group Co.,Ltd.

General Affairs Department, Personal Information Protection Office

I (Mandator) hereby assigns the following person to be my proxy and request Takamatsu Construction Group Co.,Ltd. to conduct the following concerning my personal data:

## 1 Mandator (Please list your address and name and press registered seal)

(Address)

(Name)

## 2. Proxy (Please list address and name)

(Address)

(Name)

## 3. Items of Mandate (Please check appropriate square(s))

- ☐ Notice of intended use of personal information
- ☐ Disclosure of personal information
- ☐ Correction, addition or deletion of personal information
- ☐ Suspension of use and deletion of personal information
- ☐ Stop to provide personal data to third party