

Consent for the Treatment of Job Application and Personal Information

In our company, submission of personal information is requested during the recruitment process. The gathered personal information will be managed and protected as stated below:

After obtaining the consent of the applicant with regards the content of this agreement, please sign and affix your seal to this document and send it by postal mail together with your resume and other application forms. Please note that your application will not be considered for selection if your agreement, signature or seal is not obtained.

1. Personal information to be Gathered

- (1) Resume
- (2) Career & Job History (for those with experiences)
- (3) Self-promotion Statement
- (4) Certificate of Expected Graduation, Academic Transcript, Medical Certificate (new graduates)

2. Purpose of the use of Personal Information

Personal information such as name and contact acquired in the process of recruitment will be used for selecting candidates and for assignment after hiring within a necessary scope. It will not be used for purposes other than those described above without the applicant's consent.

3. Provision to a Third Party

Except in the following cases, no personal information acquired in the process of recruitment shall be provided to a third party or be outsourced without the applicant's consent.

- (1) Cases in which the provision of personal information is based on the laws.
- (2) Cases in which the provision of personal information is necessary for the protection of life, body, or property of an individual and in which it is difficult to obtain the consent of the person.
- (3) Cases in which the provision of personal information is especially necessary for improving public hygiene or promoting the sound growth of children and in which it is difficult to obtain the consent of the person.
- (4) Cases in which the provision of personal information is necessary for cooperating with a state institution, a local public body, or an individual or entity entrusted in executing the operations prescribed by laws and in which obtaining the consent of the person might impede the execution of the operations concerned.

(5) Cases when a notification of selection of an applicant who is introduced by Hellowork is provided to Hellowork.

4. Inquiry and Request to Disclose Personal Information

Please refer to our website (<http://www.itcom21.com/corporate/privacypolicy2/>) in terms of personal information for disclosure, correction of contents, addition or use, and termination of provision of information as well as for the notification of the purpose of its use, or contact Personal Information Desk below. We will send your information regarding the process separately.

5. Handling of the Application Forms Provided

Documents submitted in the process of recruitment shall be stored in the company for a certain period of time and be disposed appropriately regardless of selection results.

IT-Communications Inc.

Emiko Suzuki, Chief Personal Information Protection Officer

【Personal Information Desk】

IT-Communications Inc.

Personal Information Desk

(Weekdays 9 a.m. - 6 p.m. Except for the year-end and New Year holidays)

Contact: Phone 011-233-0021 FAX 011-233-0033 e-mail privacy-info@itcom21.com

Applicant's Signature

I understand the statements above and agree to submit application forms.

year/month/day

Signature

(Stamp)

*In case you cannot print out this document, please contact us at the Personal Information Desk above by phone or email.