

## Handling of Personal Information Regarding Recruiting Process

LOGISTEED Solutions, Ltd. (hereinafter, the "Company") will handle the personal information of applicants who apply for employment with the Company (hereinafter, "applicants") as follows in accordance with the Personal Information Protection Policy (Privacy Policy).

1. Personal information that the Company acquires and uses

The personal information that the Company acquires and uses in the recruiting process and for the procedures for joining the Company is as follows.

- (1) Name, date of birth, email address, telephone number, address, academic background, and work experience.
- (2) Resume or curriculum vitae.
- (3) Other information that applicant voluntarily provides to the Company.

2. Purpose of use of personal information

The Company will use the personal information received within the scope of the following purposes.

- (1) Contact, notify, and provide information to applicants.
- (2) For procedures for screening process or procedures after the hiring decision.

\* The Company will not use personal information for any other purposes.

3. Outsourcing of personal information and provision/disclosure of personal information to third parties

The Company may outsource the handling of personal information to contractors within the scope necessary for the purpose of use of personal information.

The Company will set its own standards to select and evaluate contractors, and at the same time, will appropriately supervise and manage the contractors.

The Company will not, in principle, provide or disclose the personal information to third parties, except for the following cases (1) to (4).

After obtaining the consent of the applicants, the Company may provide or disclose personal information for the purpose of introducing them to our Group Companies within the scope of the above purpose of use.

- (1) Cases based on laws and regulations.
- (2) Cases in which there is a need to protect the life, wellbeing, or property of an individual.
- (3) Cases in which there is a special need to improve public wellbeing or promote healthy child development.
- (4) Cases in which there is a need to cooperate with a national government organ, local government, or person entrusted thereby with performing the functions prescribed by laws and regulations.

4. Procedures for disclosure and other handling of personal information

In the event that the Company receives requests from applicants for notification and disclosure of the purpose of use of the personal information; correction, addition, or deletion of content; or suspension of use, elimination, and suspension of provision to third parties (hereinafter, "Disclosure and Other Handling"), the Company will promptly respond to the requests unless otherwise stipulated by laws and regulations.

Please refer to the office for inquiries described in Paragraph 6.

\* The following information will not be disclosed.

- (a) Information about screening by the Company and the Group Companies.
- (b) Information about the Company's evaluation affecting the screening result.

5. Notes for providing personal information

Applicants' provision of personal information is optional. However, if applicants do not provide necessary information, the Company may not be able to provide information to, contact, or respond to applicants, or applicants may not be eligible for the screening.

6. For inquiries about personal information

LOGISTEED Building, 2-9-2 Kyobashi, Chuo-ku, Tokyo 104-8350

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