

Handling of Personal Information in Recruitment Interview

1. Documents to be submitted or presented to the Company (hereinafter, the "personal information")
☐ Resume ☐ Entry Sheet ☐ Certificate of Expected Graduation ☐ Academic Transcript

* Documents to be presented as necessary
☐ Residence Card (to be presented, not submitted) ☐ Disability Certificate
☐ Driver's license / various certificates (to be presented, not submitted)
2. Purpose of use of personal information
The Company will use the received personal information as materials for the screening process and the joining procedure, and will not use it for any other purpose.
3. Handling of personal information
The Company will strive to keep the received personal information accurate and up-to-date within the scope of the above purpose of use, and take appropriate security control measures in accordance with the internal rules to protect it from unauthorized access, falsification, leakage, etc. If applicants are not hired or decline to be hired, the Company will discard the personal information at its responsibility within one year and will not return it to applicants.
4. Provision and disclosure of personal information to third parties
The Company will not, in principle, provide or disclose personal information to third parties except in the following cases (i) to (iv).
However, the Company may provide or disclose personal information after notifying applicants and obtaining their consent for the purpose of introducing them to the Group Companies within the scope of the above purpose of use.
(i) Cases based on laws and regulations.
(ii) Cases in which there is a need to protect the life, well-being, or property of an individual, and it is difficult to obtain the consent of the identifiable person.
(iii) Cases in which there is a special need to improve public well-being or promote healthy child development.
(iv) 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.
5. Outsourcing of personal information
When outsourcing personal information, the Company will ensure that the contractors properly handle and protect personal information, and will not use it for any purpose other than those set forth in Paragraph 2.
6. Optional provision of personal information
Submission and presentation of the "personal information" in Paragraph 1 is at the discretion of applicants. However, if applicants do not submit or present personal information, the applicants may not be eligible to receive appropriate screening.
7. Disclosure, correction, and deletion of personal information
When the Company receives requests from applicants for notification and disclosure of the purpose correction, addition, or deletion of content or suspension of use, elimination, and suspension of provision to third parties, disclosure of records, the Company will respond to the requests without delay unless otherwise exceptions. However, the Company is unable to answer inquiries about acceptance or rejection of the request. The Company also will not return personal information received.
8. Contact for inquiries, complaints, and consulting about personal information regarding employment
LOGISTEED Building, 2-9-2 Kyobashi, Chuo-ku, Tokyo 104-8350

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