

## Consent to Provide Personal Information in Application for Recruitment

The Company requires you to provide personal information when you apply for recruitment. The personal information that you provide will be handled as described below. If you are unable to agree to the contents or have a question pertaining these, please contact the recruitment officer or the Personal Information Consultation and Complaints Contact Desk.

### **Purpose of Use of Personal Information**

- (1) For the provision of hiring and recruitment information and for contact purposes
- (2) For hiring procedures

#### After hiring:

- (3) For work contact purposes, preparation of employee name lists, procedures required by law (including after termination of employment), and other employment management
- (4) For personnel selection and to decide assignment locations as well as temporary assignment and transfer locations
- (5) For decisions on and payment of wages, settlement of tax matters, procedures related to social insurance and provision of health and welfare
- (6) For security control measures in video surveillance and on-line monitoring
- (7) For JIEM public information or publicity activities, etc., in JIEM public information or publicity materials, etc.
- (8) For appropriate health management (health examination results and other such health information on workers will not be acquired, used, or provided except in cases where it is required by legal statute)

### **Provision of Personal Information to Third Parties**

Personal information of the said person shall not be provided without the consent of the person except when pursuant to laws and regulations.

### **Entrustment of Personal Information**

The Company may entrust the handling of personal information in whole or in part within the scope of achievement of the above purpose. If the Company entrusts the handling of personal information, the Company shall select a party that adequately satisfies its protection standards for the protection of personal information. To ensure this, the Company shall confirm standards for selecting parties in receipt of entrustment. Furthermore, to ensure the safe management of personal information it entrusts, the Company shall undertake appropriate and necessary management of the party in receipt of the said entrustment.

### **Arbitrary Nature of Provision of Personal Information**

Provision of your personal information to the Company is at your own discretion. However, there is likelihood that failure to provide certain personal information may interfere with administrative processing of hiring procedures.

### **Disclosure, Correction and Deletion of Personal Information**

The Company accepts requests for the disclosure, etc. of a person's own personal information. Please contact the Personal Information Consultation and Complaints Contact Desk for information on procedures for requesting personal information. Please understand, however, that there are circumstances in which disclosure or other action is not possible pursuant to laws and regulations.

Application documents (resume, curriculum vitae, etc.) of persons who are not employed will be disposed of properly.

Personal Information Consultation and Complaints Contact Desk

Manager of Personal Information Protection

The Japan Institute for Educational Measurement, Inc.

Tel : +81-3-5775-0264

E-mail : [contact@jiem.co.jp](mailto:contact@jiem.co.jp)

9:30AM to 5:30PM (Excluding Saturday, Sunday, Holidays, and Year End/New Years)