

Personal Information Policy

Name or title of business operator

The Japan Institute for Educational Measurement, Inc. (JIEM)

Personal information protection administrator

JIEM, Manager of Personal Information Protection

Purpose of use of personal information

We will use your personal information for the following purposes.

- (1) For contact about and to provide you with information about hiring, recruiting, etc.
- (2) For the administration of hiring selection

Provision of personal information to third parties

Personal information that has been registered with us will not be provided to a third party without the consent of the individual concerned. However, we will provide the information under the following circumstances:

1. If required by law.
2. We have clarified and informed the necessary information to the person in advance and have obtained that person's agreement.
3. When it is necessary to protect a person's life, physical well-being or assets, and it is difficult to obtain that person's agreement.
4. When it is particularly necessary to improve public hygiene, or to promote sound training for minors, and it is difficult to obtain that person's agreement.
5. When all or a portion of the handling of personal information is consigned within a necessary range to achieve the purpose of use.

Consignment of the handling of personal information

We consign the handling of personal information within the scope of achieving the aforementioned purpose of use. When consigning, we select business operators that properly manage personal information based on our standards. We ensure the necessary safety of the personal information by monitoring those business operators and establishing non-disclosure agreements with them.

Requesting disclosure of personal information and contacts

We will notify the purpose of use of personal information possessed by our company, disclose, correct add or delete, use and erase, and stop providing to a third party (hereinafter "disclosures and so on") by request from the relevant individual.

See the "Contact for complaints and consultation regarding the handling of personal information," below, for the contacts on disclosures and so on.

Precautions on entering personal information

Providing your personal information to our company is optional.

However, if you do not provide personal information for optional items, there is the possibility that it will hinder us in providing services to you. For example, our contacting you may be delayed.

Obtaining personal information using methods that are not visible to the user

We do not adopt methods, such as cookies or web beacons that are not visible to the user, to obtain personal information.

Implementation of safety measures

We have established internal rules and implemented safety measure to ensure that no trouble will occur, such as leaking of personal information to outside of the company or illegal falsification.

Personal Information Protection Policy

See our Personal Information Protection Policy on our homepage.

Click the URL below.

<http://www.jiem.co.jp/en/privacy/>

Complaints and consultation regarding the handling of personal information

Contact for complaints and consultation regarding the handling of personal information:

JIEM, Personal Information Consultation and Complaints Contact Desk

Tel : +81-3-5775-0264

E-mail : contact@jiem.co.jp

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