

Basic Policy on the Proper Handling of Personal Information

Nakakita Seisakusho Co., Ltd. (hereinafter referred to as “the Company”) will comply with the Act on the Protection of Personal Information and related government and ministerial ordinances, guidelines, etc. with regard to the handling of personal information.

1. Purposes of Use of Personal Information

The Company will use provided personal information for the following purposes in the manufacture, sale, and all related operations of all types of its products and services such as valves, automatic controllers, and automation systems:

(personal information related to customers and suppliers)

- business-related communication, business negotiations, and meetings;
- implementation of questionnaires;
- procurement of raw materials;
- design, manufacturing, and quality control;
- shipping of products;
- management of customer and supplier information, payment and collection;
- service operations;

(personal information related to shareholders)

- exercise of rights and performance of obligations in accordance with laws and regulations;
- operation and recording of general meetings of shareholders;
- provision of various benefits that do not violate laws and regulations;
- implementation of various measures for shareholders;
- administration of shareholders in accordance with laws and regulations;

(personal information related to job or internship applicants and former employees)

- communication with job or internship applicants to provide employment information, etc.;
- communication with former employees for information provision, etc.;

(personal information related to employees)

- operational management, such as identifying employees engaged in each type of business operations;
- operational communication, equipment and facility management, etc.;
- personnel management, such as recruitment, dismissal, placement, skills development, evaluation, assessment, commendation, disciplinary action, secondment or transfer to other companies, and work management;
- administrative tasks related to salary, welfare, etc. (including retirement benefits, pension payments and various deductions), accounting, safety and health management, etc.;

- provision of welfare services for employees, such as health insurance;
- administrative tasks based on laws and regulations, such as tax and social insurance;
- planning and preparation related to the above items;
- necessary collection of personal information related to employees, which is used to achieve the purposes of use specified in the above items; and
- provision of necessary personal information related to employees to co-users, personnel transfer destinations, labor unions, welfare organizations, etc., in order to achieve the purposes of use specified in the above items.

2. Measures for Managing the Security of Personal Information

The Company manages personal data appropriately by taking the following preventive and security measures against the leakage, loss, damage, etc. of personal data:

(formulation of a basic policy)

- formulation of this basic policy to ensure the proper handling of personal information and to inform people of the Company's contact for handling their inquiries and complaints;

(establishment of rules for handling personal data)

- establishment of rules for handling personal information, including handling methods, responsible persons/staff members and their duties, etc., for each stage of acquisition, use, storage, provision, deletion, disposal, etc. of personal information;

(organizational measures)

- appointment of a person in charge of handling personal data (personal information protection manager);
- establishment of a reporting system to the personal information protection manager in the event that any fact or sign of violation of laws or internal rules is discovered;
- implementation of self-inspections, internal department audits by other departments, and audits by external parties regarding the status of handling of personal information on a regular basis;

(personnel measures)

- training of employees on the handling of personal information on a regular basis;
- inclusion of rules on the confidentiality of personal information in the Company's service regulations;

(physical measures)

- implementation of measures in areas where personal information is handled to prevent unauthorized persons from viewing personal information, as well as measures to control employee access to and from the area and to restrict the devices they can bring into the area;

- implementation of measures to prevent the theft or loss of equipment, electronic media, documents, etc. that handle personal information;
- implementation of measures to prevent personal information from being easily identified during the transportation of equipment, electronic media, etc. that handle personal information, including transportation within the Company's business facility;

(technical measures)

- implementation of access control to define who is in charge of the handling of personal information and to limit the scope of personal information to be handled; and
- introduction of a system to protect the Company's information systems that handle personal information from unauthorized access or unauthorized software from outside the Company.

3. Provision of Personal Information to Third Parties

Except in cases where laws and regulations allow, the Company will not provide personal information of any individual to a third party without obtaining the consent of the individual.

4. Entrustment of the Handling of Personal Information

The Company may entrust the handling of personal information to a third party. In this case, the Company will exercise the necessary and adequate supervision over the entrusted party in accordance with the Act on the Protection of Personal Information.

5. Disclosure of Personal Data Held by the Company

When the Company receives a request from an identifiable person or his/her agent to disclose his/her personal data the Company holds, the Company will disclose the personal data to the identifiable person or his/her agent without delay, except in the following cases:

- if the disclosure is likely to harm the life, body, property, or other rights or interests of the identifiable person or a third party;
- if the disclosure is likely to seriously interfere with the proper implementation of the Company's business; or
- if the disclosure would violate any laws or regulations.

In addition, when the Company receives a request from an identifiable person or his/her agent to correct, add to, or delete his/her personal data the Company holds, or to cease using, erase, or cease providing to a third party the personal data, the Company will investigate and respond in accordance with laws and regulations.

For inquiries regarding the disclosure of personal data, etc., please contact:

General Affairs Department, Nakakita Seisakusho Co., Ltd.

Phone: +81-72-871-1331

6. Contact for Inquiries and Complaints

Please contact the above department for any inquiries or complaints regarding the Company's handling of personal information.

March 15, 2022

Nakakita Seisakusho Co., Ltd.

1-1 Fukonominami-cho, Daito-shi, Osaka 574-0075, Japan.

Representative Director: Teruhisa Miyata