

Asia Creation Cooperative  
Regulations for Proper Management of Personal Information

1. The scope of personnel within the Asia Creation Cooperative (hereinafter ACC) who handle personal information shall be the person in charge of employment placement. Mitsuru Hatayama, who is responsible for supervising ACC's free employment placement, Osamu Yoshihiro, who is responsible for supervising ACC's paid employment placement, are nominated as Personal Information Administration Officer (hereinafter PIAO).
2. PIAO shall provide education and training on the handling of personal information once a year to the employees of the business establishments described in Article 1 that handle personal information. In addition, PIAO shall attend a training course for PIAOs at least once every five years.
3. With respect to personal information, if the person who handles the personal information requests of disclosure of the information, based on the request, the person handling the personal information will disclose the information based on the objective facts such as the qualifications and work experience that the person has. without delay. Furthermore, if a request for correction (including deletion; the same shall apply hereinafter) is made based on this, the correction shall be made without delay if the request is consistent with objective facts. In addition, PIAO will endeavor to inform job seekers, etc. about the handling of disclosure or correction of personal information.
4. Regarding the personal information of job seekers, etc., in the event that a person in question submits a complaint regarding such information, the person in charge of complaint handling will handle it appropriately in good faith. The person in charge of handling complaints regarding the handling of personal information shall be Osamu Yoshihiro, PIAO.

License number of Free Employment Placement Service: 13-Toku-000265 on January 31, 2022

License number of Paid Employment Placement Service: 13-Yu-314287 on June 1, 2022

Business name: Asia Creation Cooperative

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