

Privacy Policy

Our group companies (each of which is hereinafter referred to as "we" or "us") must comply with the obligations stipulated in the Act on the Protection of Personal Information of Japan (hereinafter referred to as "APPI") and other laws and regulations in handling personal information (hereinafter referred to as "Personal Information", which is defined in the APPI) provided by customers, business partners, shareholders, applicants for employment, employees, etc. (hereinafter, collectively referred to as "you"). We manage and utilize your Personal Information appropriately in accordance with the APPI and this Privacy Policy and strive to protect the privacy.

I. Proper Acquisition of Personal Information, and Notification and Publication of the Purpose of Use, etc.

We must acquire your Personal Information by lawful and appropriate means, specifying the purpose of use as much as possible. Upon acquisition, we will either publicly announce the purpose of use in advance, or notify or publicly announce it to you promptly after acquisition. Notwithstanding the foregoing, when acquiring your Personal Information directly from you in writing or by other means, we will expressly show the purpose of use in advance (these measures are hereinafter collectively referred to as "Notification").

II. Our Name and Address and Name of Representative

name	Address and name of representative (see the linked page)
JGC Holdings Corporation	https://www.jgc.com/en/about/corporate-profile.html
JGC Corporate Solutions Co., Ltd.	https://www.jgc.com/en/about/related-companies/jcs.html
JGC Corporation	https://www.jgc.com/en/about/related-companies/overseas.html
JGC JAPAN Corporation	https://www.jgc.com/en/about/related-companies/domestic.html
JGC Catalysts & Chemicals Ltd.	https://www.jgc.com/en/about/related-companies/jgccc.html
Japan Fine Ceramics Co., Ltd. (JFC)	https://www.jgc.com/en/about/related-companies/jfc.html
JAPAN NUS CO., LTD.	https://www.jgc.com/en/about/related-companies/janus.html
Nikki Business Services Co., Ltd.	https://nikki-business.co.jp/gaiyo/
JGC Plantech Aomori Co., Ltd.	http://www.a-plantech.co.jp/company/
Kamome Mirai Suisan Co.,	https://kamome-mirai-s.com/aboutus/

Ltd.	
Organoid Farm, Inc.	https://organoid.farm/
Brown Reverse Inc.	https://www.brownreverse.com/

III. Use of Personal Information

We shall not use your Personal Information in a manner that could foment or cause unlawful or unjust acts. Unless we have obtained your prior consent or where exceptions are made by laws or regulations, we will only use your Personal Information for the following purposes. In cases where a separate notice or public announcement of the purpose of utilization is given, such notice or public announcement shall take precedence.

1. Personal Information of Customers

- (1) To send information on our group's products, services, exhibitions, seminars, etc.
- (2) For statistics and analysis related to products and services
- (3) To respond to inquiries and consultations
- (4) To provide products and services

2. Personal Information of Business Partners

- (1) To contact and respond to business partners in the course of business and transactions
- (2) To provide information on our group's products, services, exhibitions, seminars, etc.
- (3) To respond to inquiries and consultations
- (4) To conduct questionnaires and monitoring for product development, etc., and for statistics and analysis related to products and services
- (5) To contact, report, or make inquiries, etc. necessary for business to the competent authorities
- (6) To perform work related to the handling of Personal Information entrusted to us by another party to a contract

3. Personal Information of Shareholders

- (1) To exercise rights and perform obligations under the Companies Act
- (2) To provide various benefits to our shareholders in relation to their status as shareholders
- (3) To implement various measures to facilitate the relationship between shareholders and us
- (4) For shareholder management, such as preparing shareholder data based on prescribed standards in accordance with various laws and regulations
- (5) To respond to inquiries and consultations

4. Personal Information of Applicants for Employment
 - (1) To contact individual applicants for the purpose of employment selection
 - (2) To provide applicants with information regarding our employment
 - (3) To request surveys by questionnaire regarding employment
 - (4) To be utilized for other general employment activities

5. Personal Information of Employees, etc. (including temporary workers)
 - (1) To manage personnel and labor affairs, including organization, human resources, training, labor relations, salary, benefits, safety and health, to determine assignments and role, and to implement training, skills development and employment policies
 - (2) To determine and pay salaries, etc., to make required payroll withholdings, provide benefits, and perform social insurance-related procedures
 - (3) For health management, to ensure a proper working environment, and for various internal procedures including leave of absence, etc., and childcare and nursing care leave, etc.
 - (4) To manage business operations related to business execution, such as arranging business trips, providing employee information to business partners, and verifying necessary qualifications, etc.
 - (5) To audit business operations
 - (6) To manage internal network, security, etc.
 - (7) To provide comprehensive human resource services (personnel rotation, joint training, payroll processing, benefits, safety management, health management, etc.) for group companies
 - (8) For legally required labor-related procedures

IV. Provision of Personal Data to Third Parties

We shall not disclose or provide your personal data (hereinafter referred to as “Personal Data”, which is defined in the APPI) to any third party without your prior consent, except in the following cases and in cases of joint use.

1. Cases in which the disclosure or provision of Personal Data is permitted by laws and regulations.
2. Cases in which the disclosure or provision of Personal Data is necessary for the protection of the life, body, or property of an individual and it is difficult to obtain your consent.
3. Cases in which the disclosure or provision of Personal Data is specially necessary for improving public health or promoting the sound growth of children and it is difficult to

obtain your consent.

4. Cases in which the disclosure or provision of Personal Data is necessary for cooperating with a state or local government entity, or an individual or a business operator entrusted by one in executing the functions prescribed by laws and regulations and obtaining your consent is likely to impede the execution of the functions concerned.
5. Cases in which the disclosure or provision of Personal Data to subcontractors is necessary for the legitimate performance of our business

In addition, when providing your Personal Data to a third party in a foreign country, we will take appropriate measures in accordance with applicable laws and regulations, etc. such as obtaining the consent of the individual or taking necessary measures to ensure the continuous implementation of appropriate measures by the third party.

V. Joint Use

We will share your Personal Data as follows:

1. Items of Personal Data to be Jointly Used
Name, date of birth, contact information (address, telephone number, e-mail address, etc.), information regarding position, affiliation, work status, work evaluation, salary, and disciplinary action at the company, qualifications, educational background, career, frequent flyer number, face photograph, and health examination results.
2. Scope of Joint Use
Domestic consolidated subsidiaries of JGC HOLDINGS CORPORATION listed in Section II.
3. Purposes of Joint Use
Same as the purpose of use described in Section III.
4. Person Responsible for the Management of Personal Data to be Jointly Used
JGC HOLDINGS CORPORATION
For the address and name of the representative of JGC HOLDINGS CORPORATION, please refer to the following URL:
<https://www.jgc.com/en/about/corporate-profile.html>

VI. Matters Concerning Safety Control Measures

In handling your Personal Information, we have appointed a webmaster who is responsible for the appropriate management and for preventing information leakages. In addition, we take appropriate and reasonable security measures to protect your Personal Information from unauthorized access, loss, destruction, falsification, and other risks.

1. Internal Safety Management Measures

In addition to formulating and maintaining basic policies and internal regulations regarding the handling of your Personal Information, we have taken necessary and appropriate measures for the safe management of your Personal Information, such as appointing a person responsible for handling your Personal Information, conducting regular employee training, implementing measures to prevent theft and loss of equipment that handles your Personal Information, and implementing access control measures.

2. Supervision of Employees, etc.

When we allow our employees to handle your Personal Information, we supervise them as necessary and appropriate, such as by requiring them to maintain the confidentiality, and conducting periodic inspections of the handling conditions, in order to ensure the safe management of such Personal Information. In addition, when we outsource all or part of the handling of your Personal Information, we conduct necessary and appropriate supervision, such as conducting periodic audits based on the contract with the outsourced company, to ensure that the outsourced Personal Information is managed safely.

3. Understanding the External Environment

When handling your Personal Information in foreign countries, we regularly collect and study information on the personal information protection regimes of those countries and take safety control measures accordingly.

VII. Information about Users that Does Not Contain Personal Information

Our web server automatically records the IP/domain name of the computer from which you are accessing the site. This information cannot be used to identify individuals, but is used to statistically process your access. Therefore, unless you provide us with Personal Information, you will remain anonymous when using the site. In addition, our website may use cookies to monitor the use of the services it provides and to improve those services. These cookies do not provide any information that can identify individuals or have any adverse effect on your computers. It is also possible to refuse to accept cookies by adjusting the settings on your web browser.

VIII. Contact

Please contact the following to request the disclosure or cessation of provision to third parties of Personal Data held by us, or for inquiries or complaints, etc. regarding our handling of Personal Information or safety control measures.

JGC HOLDINGS CORPORATION

2-3-1 Minatomirai, Nishi-ku, Yokohama, Kanagawa 220-6001

Phone: +81-45-682-8040

Reception Hours 9:00 a.m. to 6:00 p.m. (except Saturdays, Sundays and national holidays)

With respect to the handling of your Personal Information, we will review and improve the contents of the above paragraphs as appropriate.