



### Handling of personal information

Mitsui Bussan Automotive Inc. (hereinafter “Company”) will manage the personal information that you provide in an appropriate manner in full compliance with the Act on the Protection of Personal Information and other related laws and regulations, and will handle such information as described below.

#### 1. Purpose of use of personal information

The Company will use the personal information that it has received from customers, either in part or in whole, for the following purposes.

- (1) To provide products and services handled by the Company
- (2) To introduce various events being held in connection with the products and services handled by the Company
- (3) To conduct questionnaire surveys by means of face-to-face interviews, postal mail, telephone, email, or other methods for the purpose of product development or customer satisfaction improvement
- (4) To conduct business-related communication with clients and management of contracts with clients
- (5) To make credit-related decisions and conduct credit management
- (6) To respond to various inquiries and conduct business-related communication with customers
- (7) To make employment decisions and send notifications concerning job applications
- (8) To conduct employment management of the employees of the Company

#### 2. Limitations by purpose of use

The Company will use the personal information that it holds and manages within the scope necessary to achieve the purpose of use specified at the time of its acquisition. In the event that the use of personal information will exceed the scope necessary to achieve the specified purpose of use, the Company will obtain consent from the corresponding customer in advance.

#### 3. Provision of personal information to third parties

The Company will not disclose or supply the personal information that the Company has received from customers to a third party unless otherwise agreed by the customers or required to do so by law



#### **4. Entrustment of personal information**

To achieve the purposes of use specified in Item 1 above, the Company may entrust customers' personal information to an outsourcee.

In the case where the Company entrusts such personal information to an outsourcee, the Company will select an appropriate outsourcee, and will take proper measures to supervise the outsourcee to ensure that the personal information is securely managed, by taking such procedures as clearly defining the contractual obligations and responsibilities of the outsourcee through conclusion of a contract.

#### **5. Shared use of personal information**

The Company may share the personal information provided by customers to the Company if needed, as described below.

Information to be shared: Customer's company name, organization name, and job position, as well as customer's name, address, telephone number, and email address

Range of the shared users: Mitsui & Co., Ltd. (the Company's shareholder)

Objective of the shared user: To provide customers with services related to the Company's business in an appropriate manner.

Party responsible for management of the personal information: Mitsui Bussan Automotive Inc.

#### **6. Appropriate measures for managing personal information**

The Company will take the following measures to ensure that personal information is managed appropriately.

- (1) The Company will develop an organizational system for preventing the loss, destruction, alteration, or leakage of personal information.
- (2) The Company will take measures to secure its systems against unauthorized access, computer viruses, and other threats.
- (3) When sharing the use of personal information or outsourcing the handling of personal information, the Company will also ensure that personal information is managed strictly in accordance with a policy equivalent to this Personal Information Protection Policy.

#### **7. Contact point for inquiries and complaints**

Mitsui Bussan Automotive Inc.

Shiodome City Center 34F, 5-2, Higashi Shimbashi 1-chome, Minato-ku, Tokyo, Japan 105-7134

Email: [infoTKZMG@mitsuibussan-automotive.jp](mailto:infoTKZMG@mitsuibussan-automotive.jp)



## **8. Implementation of continuous improvement of personal information protection framework, and compliance with relevant laws, regulations, and norms**

- (1) The Company will formulate, implement, and maintain a compliance program for the protection of personal information, and will regularly review the program for the purpose of continuous improvement.
- (2) The Company will comply with all applicable laws, regulations, and other norms relating to the protection of personal information when handling personal information.

## **9. Changes in the handling of personal information**

The Company may revise this policy on the handling of personal information in response to changes in laws and regulations, changes in the Company's business activities, customer requirements, and other such circumstances.

Any changes made to this policy will be announced on this website, so please confirm such changes.

## **10. Personal information protection officer**

CPO (Chief Privacy Officer): Tatsuro Amano, Director & General Manager of Administration Dept., Mitsui Bussan Automotive Inc.

## **11. Accredited personal information protection organization, where to offer to resolve complaints**

JIPDEC Personal Information Protection Complaint Counseling Room

Roppongi First Building, 9-9 Roppongi 1-chome, Minato-ku Tokyo, 106-0032 Japan

Phone : +81-3-5860-7565

Toll Free: 0120-700-779

※Only support questions in Japanese

Established on May 8, 2012

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