

Personal Information Protection Policy (Privacy Policy)

C&S Co., Ltd. contributes to local communities and strives for both company growth and personal development through the information technology industry, including computer software development as well as computer-related training and consulting. Recognizing the protection of personal information—including information entrusted to us by our customers, information collected by our company, and our employees' personal data—as our highest priority, we have established a Personal Information Protection Management System based on our "Personal Information Protection Policy" and remain dedicated to ensuring the appropriate protection of personal information.

1. Use of Personal Information Only for Specified Purposes and Prohibition of Other Uses

To ensure that customers can entrust their personal information to us with confidence, we clearly define the purposes for which the personal information we obtain is used. We use such information only for those specified purposes and will not use it for any other purposes. To ensure compliance with this policy, we provide regular training and conduct supervision of our employees.

2. Prohibition of Disclosure or Provision of Personal Information to Third Parties

We will not provide or disclose personal information to any third party without the consent of the customer.

3. Compliance with Laws and Regulations

We comply with laws, government-established guidelines, and other applicable standards concerning the handling and protection of personal information.

4. Risk Identification, Prevention, and Corrective Actions

We establish procedures for identifying risks such as the leakage, loss, or damage of personal information we hold, carry out these procedures regularly, and implement appropriate preventive and corrective actions.

5. Response to Complaints and Consultations

We will promptly and appropriately respond to complaints and inquiries from customers regarding the handling of personal information.

6. Continuous Improvement of the Personal Information Protection Management System

We regularly review our Personal Information Protection Management System and continuously improve it to ensure its effective operation.

7. Purposes of Use of Personal Information and Specific Personal Information

We use personal information and Specific Personal Information (My Number-related information) for the following purposes:

- **System Development Operations:** For the development of medical systems and control systems, the creation of deliverables, and the management of contract documents.
- **Network Management Operations:** For managing information obtained or handled during system maintenance services.
- **Labor Management Operations:** For managing employees' personal information, rosters, payroll-related data, accounting, general affairs, human resources, communicating with job applicants and inquirers, and general labor management.

Enacted: January 11, 2005

Revised: June 1, 2024

C&S Co., Ltd.

Representative Director: Naoki Takahashi

Chief Privacy Officer: Masao Matsumura

<Inquiries Regarding Complaints, Consultations, Disclosure, Correction, Deletion, Refusal Rights, Requests, and Personal Information Protection Policy>

Contact: Personal Information Inquiry Desk, Headquarters, C&S Co., Ltd.

Address: 29F JP Tower Nagoya, 1-1-1 Meieki, Nakamura-ku, Nagoya-shi, Aichi 450-6329, Japan

TEL: +81-52-586-2338 FAX: +81-52-587-3779

E-mail: p-soudan@cs-ltd.co.jp

Hours: 9:00 AM – 5:00 PM, Monday through Friday

(Excluding Saturdays, Sundays, national holidays, and company holidays)

Supplementary Information Regarding Personal Information Protection

1. **Personal Information Protection Policy**

In accordance with our separate "Personal Information Protection Policy," we recognize the importance of personal information, comply with laws, regulations, guidelines, and other applicable standards concerning personal information and Specific Personal Information (My Number-related information), and strive for the appropriate handling and protection of personal information.

2. **Acquisition, Use, and Outsourcing of Personal Information**

We will not acquire personal information by deception or other wrongful means. While the provision of personal information to us is voluntary, please note that any failure to provide required information may result in omissions or delays in our communications or administrative procedures. We may outsource the handling of personal information to external parties within the scope necessary to achieve the purposes of use. In such cases, we will enter into a contract with the outsourced party to ensure the appropriate handling of personal information and will monitor their management of the information.

3. **Procedures for Requesting Disclosure, etc.**

You may contact our Inquiry Desk (Contact for Personal Information) to request the disclosure, correction, or deletion of your own personal information, or to request that we cease the use, provision, or outsourcing of your personal information. In such cases, we will respond within a reasonable period after verifying your identity.

4. **Management and Prevention of Leakage of Personal Information**

To ensure the appropriate management of personal information, we will implement organizational, personnel, physical, and technical security measures. We will strive to keep personal information accurate and up to date.

5. **Inquiries and Complaints Regarding Personal Information**

Inquiries and complaints regarding our handling and security management of personal information will be accepted at the contact point specified in this policy. We will respond promptly to inquiries, and for complaints, we will swiftly investigate the facts and handle the matter in good faith.