

Privacy Policy: Details of how we process your personal data

Article 1 Personal data we collect

If you are located outside Japan, we collect the following personal data for the purpose of business operation and service provision.

- (1) Personal data we collect when attending events or conferences (e.g. your name, telephone number, e-mail address, company name, company address and so on described on exchanged business cards)
- (2) Personal data of potential employees when carrying out recruitment activities (i.e. your name, contact details, employment history, skills such as languages, etc. and any necessary information for recruitment)

If you do not provide us above mentioned personal data that are necessary for each business operation and service provision, such business and service may not be able to be provided.

Article 2 The purpose of processing of the collected personal data

We process the collected personal data for the following purposes.

- (1) Personal data we collect when attending events or conferences
 - (a) For the purpose of providing information on our products/services and other information related to our business activities
 - (b) For the purpose of concluding and performing a contract with your company, its subsidiaries and its affiliated entities as well as managing the contract
- (2) Personal data of potential employees when carrying out recruitment activities
 - (a) For the purpose of providing information related recruitment and proceeding with employment processes
 - (b) For the purpose of complying with legal requirements
 - (c) For the purpose of concluding a contract

Article 3 The lawful basis for processing of the collected personal data

We process your personal data when we obtain your consent to the processing of your personal data for one or more specific purposes or when the processing is permitted by the Japanese law.

If you are located in European Union member states, Iceland, Liechtenstein and Norway (hereafter referred to collectively as "EU" and individually as "EU country"), we process your personal data only if and to the extent that at least one of the following applies.

- (1) When we obtain your consent to the processing of your personal data for one or more specific purposes
- (2) When the processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract
- (3) When the processing is necessary for compliance with a legal obligation to which we are subject
- (4) When the processing is necessary in order to protect your vital interests or another natural person's ones
- (5) When the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us
- (6) When the processing is necessary for the purposes of the legitimate interests pursued by us or by a third party,

except where such interests are overridden by your interests or fundamental rights and freedoms which require protection of personal data

Article 4 Place where we store the collected personal data

We store the data in Japan.

Article 5 Retention period, deletion and disposal of the collected personal data

After the purpose of processing is accomplished, your personal data will be properly deleted, disposed or anonymized in the way where the individuals can not be identified in accordance with the rule of personal data processing we specified.

Article 6 Your rights

If you are located in the EU, you have the following rights regarding the processing of your personal data.

- (1) Right to obtain from us as to whether or not your personal data are being processed, and, where that is the case, access to your personal data and related information
- (2) Right to obtain from us the rectification of your inaccurate personal data without undue delay
- (3) Right to obtain from us the erasure of your personal data without undue delay
- (4) Right to obtain from us restriction of processing your personal data
- (5) Right to receive your personal data and transmit those data to another controller
- (6) Right to object at any time to processing of your personal data which is based on point (5) or (6) of Article 3
- (7) Right to withdraw at any time your consent to the processing of your personal data for one or more specific purposes (The withdrawal does not affect the lawfulness of processing based on consent before its withdrawal)

Article 7 When you wish to exercise your rights

If you are located in the EU and wish to exercise above mentioned rights, you can contact us via the following e-mail address. The personal data provided us during your request will be used only for the purpose of making contact with you and taking actions upon your request.

If you are located in the EU and dissatisfied with the processing of your personal data by us, you can lodge a complaint with a supervisory authority in the EU country which has your habitual residence, place of work or place where infringement occurs.

Article 8 Inquiry desk

East Japan Railway Trading Company

2-2-2 Yoyogi Shibuya-ku Tokyo, 151-0053, JAPAN

E-mail address: Otherservices-gb@ejrt.co.jp

Article 9 Revision

We may revise all or part of this privacy policy without prior notice. When making revisions which we consider important, we will notify you in advance through our web site.