

## The Policy of Personal Information Protection

Privacy Statement for Springs as a Support Employment Business is as Follows:

### Handling of Personal Information:

While constructing a system for the protection of personal information, the privacy protection shall be implemented.

In order to prevent unauthorized access to personal information, loss, damage, falsification, leakage, etc., we shall carry out measures necessary to maintain security system, and strictly control personal information.

### Use of Personal Information:

Obtained personal information is for sending e-mail and documents as messages and announcement from us.

### Prohibiting to Third Parties Disclosure of and Provision of Confidential Information:

We shall adequately manage personal data obtained by us, and shall not disclose personal information to third parties without consent of the person or persons in question.

### Security Steps of Personal Information:

We shall properly take utmost measures to ensure accuracy and security of personal data.

### Complying with and Reviewing the Laws and Guidelines:

We shall commit ourselves to observing and constantly revising the Japanese laws, guidelines and others related to personal information we retain.