

Japan Suiso Energy, Ltd.
Personal Information Protection Policy

Japan Suiso Energy, Ltd. (the “Company”) recognizes the importance of protecting personal information and will appropriately handle personal information in accordance with the following policy.

1. Compliance with Relevant Laws, Regulations and Policies

The Company shall comply with the Act on the Protection of Personal Information and relevant laws and guidelines in relation to the handling of personal information (collectively, the “Laws”).

2. Management of Personal Information

The Company has appointed a Personal Data Protection Manager, who is responsible for the handling of personal information in the Company and has established internal rules for the handling of personal information and operates accordingly. Also, information system measures are in place to prevent the leakage, loss or damage of personal information. In addition, these security management measures are maintained and improved on an ongoing basis.

3. Handling of Personal Information

(1) Uses of Personal Information

The Company may use personal information obtained by proper measures in accordance with the Laws to the extent necessary for the following purposes in its business operations:

- (i) Inquiry, communication, meeting, execution/performance of agreement, receipt, payment, greetings, visit, sending of publication, or holding of event related to supplier, business partner, or assignee for specific business (collectively, the “Business Partners”) or provision of product or service from Business Partners;
- (ii) Proposal, communication, meeting, execution/performance/termination of agreement, reply, shipping or delivery of goods, greetings, visit, sending of publications, or holding of event related to customer or assignor for specific business (collectively, the “Customers”) or provision of product or service for Customers;
- (iii) Response, communication, confirmation or report related to person who made inquiry at the Company, or inquiry, request, or complaint from such person;
- (iv) Communication, confirmation, execution of business, or report related to person involved in group which the Company belongs to or is associated with, or the business, policies and event of such group;
- (v) Recruitment, acceptance of application, selection, communication, implementation of questionnaire or other survey, or handling as human resource information after employment related to person desiring to work for the Company or recruiting activity;
- (vi) Grasp or communication related to the Company's retired employee;
- (vii) Procedure for various applications, application for permit and license, registration, or notification to the central and local governments, incorporated administrative agencies under laws and regulations;
- (viii) Performance of business entrusted by trustor to the Company pertaining to personal information entrusted in such business; and
- (ix) Report, record, material preparation, or analysis within the Company related to the purposes stated in the above items from (i) to (viii), and the matters associated with such purposes.

(2) Purposes of Use of Retained Personal Data

Same as (1) above

(3) Disclosure of Personal Data to Third Party

The Company will not provide personal data to a third party without the prior consent of the individual, except as required by laws and regulations.

(4) Sharing of Personal Information

The Company may share with a third party personal information it has acquired to the extent necessary for the implementation of the purpose of use. The shared users are the Company, its subsidiaries and affiliates and their shareholders, unless otherwise expressly stated. Personal information to be shared includes name, company name, department, title, address, telephone number, fax number, email address, date of birth and gender.

(5) Inquiries Regarding Personal Information

Inquiries regarding personal information held by the Company should be directed to the following contact:

Corporate Planning Department, Corporate Division, Japan Suiso Energy, Ltd.

E-mail address: info_jse@japansuisoenergy.com

(6) Procedure for Disclosure of Retained Personal Data

When an individual requests the disclosure, correction, suspension of use or deletion of his or her personal information, the Company will promptly comply with the request in accordance with the Laws. When an individual makes such request, he or she is required to provide the information necessary to identify the personal data in our possession. Please note that if this information is not sufficient, we may not be able to comply with the individual's request. For further information on the procedure, please contact the contact set out in (5) above.

4. Revisions

The Company may review and revise this policy from time to time without notice. Any revisions will be posted on the Company's website.

Note

This policy is an English translation of the Japanese policy on the handling of personal information of Japan Suiso Energy, Ltd. Where there is a difference between the two versions, the Japanese policy will govern.