

## Agreement form of providing personal information for recruitment

ALC Education requests for personal information at the time of recruiting new employees. The use of the personal information given by applicants will be as follows. In case you cannot agree with this or if you have any questions, please come forward to the recruitment staff or Personal Information Complaint and Consultation Service.

### **【Utilization Purpose】**

- ① To give and receive information regarding recruitment and hiring
- ② To select successful candidates

<At the time of hiring>

- ③ To communicate for work purposes, have the information on the company directory, make legal documents (including documents after retirement), and other necessary data management.
- ④ Personnel review, decisions on placement for assignment and temporary transfer.
- ⑤ Decision and payment of compensation, processing taxes, social insurances and benefits package.
- ⑥ Safety control measures such as monitoring on video or online.
- ⑦ To promote the company products and services through the company's own or other advertising activities. To provide appropriate healthcare (Workers' health related information such as results of health check are not to be provided to use or retain by the law)

### **【For the third party's use】**

If it is necessary by law, personal information will be provided to any third party without permission from an applicant. And for the wage payment, the account information will be provided to the bank.

### **【Trust】**

Within the range of usages of personal information stated above, handling part or all of private information can be entrusted to another party. This third party is carefully selected and must meet the standard of personal information protection. For this reason, we have established the standard that selects who is entrusted. Also, the third party who is entrusted to obtain personal information will receive necessary and proper supervision in order to keep a safety control of the information.

### **【Provision of personal information at will】**

Our company will ask you to provide personal information on a voluntary basis. However, not having sufficient information may result in a difficulty of processing data.

### **【Disclosure, Correction, Deletion of Personal Information】**

We take a request to disclose personal information through 'Personal Information Complaint and

Consultation Service' at our company. There may be a situation where we cannot disclose the information by the law.

**【Return and Disposition of Personal information】**

Applications for those who were not employed will be returned or disposed of properly. Also, in case we keep personal information of unselected applicants after the hiring procedure for whatever reason they will not be used outside the purposes stated above and will be kept safely.

< Personal Information Complaint and Consultation Service >

Contact: 19th floor, Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013

Tel: 03-3595-2808 (Mon-Fri, 9am-6pm except Sat/Sun/Japanese National Holidays)

E-mail: [privacy@alc-education.jp](mailto:privacy@alc-education.jp)

< Superintendent of Personal Information Protection >

Teruyoshi Mishima

President

ALC Education Inc.

---

< Applicant's Signature >

I agree on the statements above and provide my personal information.

In case of rejection, which do you prefer to deal with your personal information?

Please dispose it.

year/month/day

-----  
Signature  
-----