

Handling and safeguarding of
personal information acquired through recruitment activity

Thank you for responding to T-NET JAPAN's job listing.

T-NET JAPAN Co., Ltd. recognizes the importance of the personal information it acquires from all its applicants in the course of its recruitment activities and works to carefully manage, handle and safeguard it based on the following.

1. Purpose of acquiring and using personal information in the course of recruitment activities

T-NET JAPAN Co., Ltd. only uses the personal information acquired from employment applicants for making hiring decisions, considering employment conditions and contacting employment applicants.

2. Entrusting and providing personal information to third parties

T-NET JAPAN Co., Ltd. does not entrust or provide employment applicants' personal information to third parties. It may make exceptions, however, in cases where it is necessary to protect life, personal safety or property in accordance with and within the scope of the law.

3. Controlling the safety of personal information

T-NET JAPAN Co., Ltd. has established appropriate safety protocols based on its rules and guidelines for handling the personal information in its custody.

4. Handling of application documents after recruitment activities are complete

In principle, when its recruitment activities have been completed, T-NET JAPAN Co., Ltd. does not return application documents to employment applicants who are not hired or who have voluntarily withdrawn from the application process, but instead destroys them.

5. Requests for disclosure, complaints and inquiries

Regarding employment applicants' personal information T-NET JAPAN Co., Ltd. has acquired (excluding such information as evaluations of candidates), T-NET JAPAN Co., Ltd., in keeping with the law and its procedures, quickly handles requests it receives for notification of purpose of use, disclosure, the correction of information that is counterfactual, and the addition and deletion of information.

6. Points to bear in mind when providing personal information

It is up to the employment applicants to decide whether to provide his or her personal information to T-NET JAPAN Co., Ltd. and which information to provide. However, be aware that we will not be able to select you as a successful candidate should you decide not to provide the personal information required to making hiring decisions.

[Contact point]

HR dep T-NET JAPAN Co., Ltd.

(Open 10 a.m. to 5 p.m., except for weekends, holidays and the New Year's season.)

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