

# Privacy Policy

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Established: June 1, 2026 Representative Director Akihiro Kamata

## 1. Basic Policy

Nihonto Co., Ltd. (hereinafter 'the Company') recognizes the protection of personal information as an important social responsibility. We comply with the Act on the Protection of Personal Information and other applicable laws, and handle the personal information of clients, job seekers, and workers appropriately.

## 2. Types of Personal Information Collected

The Company may collect the following personal information:

- Name, date of birth, nationality, address, and contact information
- Passport and residence status information
- Qualifications and licenses held
- Employment status and workplace information
- Japanese language proficiency and training history

## 3. Purpose of Use

Personal information collected is used solely for the following purposes:

- Provision of staffing and employment support services
- Implementation and management of Japanese language education and vocational training
- Post-employment follow-up and living support
- Introduction and matching with client companies
- Notifications and procedures required by law

## 4. Third-Party Disclosure

The Company will not provide personal information to third parties without the individual's consent, except in the following cases:

- When required by law
- When providing information to client companies for placement purposes (conducted with the individual's consent)
- When providing information to outsourcing partners (limited to the minimum necessary scope, subject to confidentiality obligations)

## 5. Security Management

The Company implements appropriate security measures to prevent unauthorized access, loss, falsification, and leakage of personal information. We also provide training to employees on the appropriate handling of personal information.

## 6. Disclosure, Correction, and Deletion

If you wish to request disclosure, correction, or deletion of your personal information, please contact us at the address below. We will respond within a reasonable period after verifying your identity.

## 7. Contact

**Person in Charge:** Ryo Wakita, Director

**Email:** [compliance@nihonto.co.jp](mailto:compliance@nihonto.co.jp)

## 8. Policy Revisions

This Policy will be revised as necessary in response to changes in laws and regulations or the Company's business activities.

**Nihonto Co., Ltd.**  
Representative Director: Akihiro Kamata