

# Training on Personal Information Protection

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ABC CORPORATION

# Part 1: Basic Knowledge of personal information

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IN THIS PART, WE WILL RECONFIRM BASIC KNOWLEDGE REGARDING  
PERSONAL INFORMATION PROTECTION

# The Purpose of Protecting Personal Information

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- ❖ Have you ever had an experience similar to this?



- ❖ If personal information obtained from a stakeholder\* is used without a clear explanation for its purpose of use, or provided to a third party, the stakeholder will feel anxious about how their information is used.
- ❖ We should have a clear understanding of ABC's policies and should not make our stakeholders cause for anxiety.

# The Purpose of Protecting Personal Information

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## ❖ Why do we protect personal information?

- ❑ Personal information is information belonging a specific individual. A third party who is allowed to use it, must not collect, use, change or distribute it without that individual's consent.
- ❑ Today, companies can collect a high volume of important/critical personal information without difficulty. Depending on how personal information is handled, personal privacy can be easily breached. **In order to meet the expectations of our stakeholders**, we are required to properly handle and protect personal information.

ABC handles a large volume of personal information, so we are required to abide by the regulations of the “Act on the Protection of Personal Information”.

Demand  
of law

The “Act on the Protection of Personal Information” is a law to protect personal information in our IT society.

# PART 2: Confirmation of our personal information protection system and rules

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IMPORTANT POINTS REGARDING OUR EFFORTS TO PROTECT OUR STAKEHOLDERS' IMPORTANT PERSONAL INFORMATION ARE CONFIRMED.

# What is Privacy Policy?

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A company's privacy policy communicates to its stakeholders and the general public its "*fundamental ideas and way of thinking*" with regards to how it handles personal information.

Companies are required to not only disclose its Privacy Policy but also to ensure all its employees clearly understood and adhere to a policy when handling personal information.



# ABC's Privacy Policy

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## **1. Principles of acquisition and usage**

ABC acquires, uses and provides personal information within the limited scope of carrying out its business activities in line with the online retail industry. ABC, in principle, specifies the purposes of use and the scope of use of personal information in advance. In addition when acquiring personal information, ABC will communicate to the owner of the information the contact person or office etc., in charge of inquiries regarding personal information and take measures to prevent usage of personal information beyond the scope necessary for the achieving the purposes of use. Also, ABC will obtain consent from the owner of the information in advance when ABC changes the purpose of use initially communicated to the person "Special care required personal information (Sensitive Information)" as stipulated in the Personal Information Protection Act will be handled with special consideration and as per related laws and regulations.

## **2. Assurance of security and accuracy**

ABC keeps the personal information retained by ABC accurate and updated and takes preventive measures against leakage, loss, damage, falsification or unauthorized access etc. of the personal information. If any of these accidents were to occur, ABC will take appropriate corrective action.

## **3. Provision to a third party**

ABC will not disclose or provide the personal information retained by ABC to a third party, except in the cases stipulated by laws and ordinances etc, without the consent of the person.

## **4. Entrustment of handling of personal information to a business partner**

If ABC has to entrust the personal information retained by ABC to a business partner, ABC will select a reliable business partner, impose the obligation to implement security control measures to prevent leakages of the personal information on the partner by concluding a contract with the partner and properly supervising the partner.

## **5. Disclosure, correction, addition or deletion, inquiry or complaint of personal information**

If the owner of the information would like to request that ABC disclose, correct, add or delete their personal information, they will be able to make the request to the relevant contact person or office. After verifying the identity of the requester, ABC will respond to the request in a timely and appropriate manner. Also, ABC will respond to/meet any inquiries or complaints about handling of personal information.

# Thank you!

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- ❖ This is the end of this year's training.
- ❖ Finally, in order to confirm your comprehension, you are requested to take a short test.
- ❖ There is a total of 20 questions, please answer them all and get all of the answers correct!