

## Handling of personal information

TIMES MOBILITY CO., LTD. (hereinafter referred to as “Company”) will handle personal information provided to or acquired by the Company (including the individual number and personal information containing the individual number; unless otherwise specified, the same shall apply hereinafter) as follows.

### [1] Types of personal information and purpose of use

#### (1) Purpose of use of personal information that does not contain the individual number

Type of personal information	Purpose of use
a) Personal information about service users	1. Provide, manage, and operate the services requested by the user
	2. Identity verification when requesting a product or service handled by PARK24 GROUP, automatic display of member information on the request screens, provide the requested product or service, payment settlement, provide after-the-sale service, and otherwise conduct transactions
	3. Provide information about the products, services, special deals, or recommendations handled by PARK24 GROUP and its partners (direct mail, email magazine, provide information at the information desk, etc.)
	4. Marketing activities in relation to the products and services handled by PARK24 GROUP and its partners (questionnaire surveys, campaigns, mailing gifts, purchase analysis, etc.)
b) Personal information about the owners of the parking lot/land	1. Open and manage parking lots, operate the member organization for owners (provide information about seminars)
	2. Provide information about the products, services, special deals, or recommendations handled by PARK24 GROUP and its partners (direct mail, email magazine, provide information at the information desk, etc.)
	3. Marketing activities in relation to the products and services handled by PARK24 GROUP and its partners (questionnaire surveys, campaigns, mailing gifts, purchase analysis, etc.)
c) Personal information about the person who made an inquiry or requested materials regarding the services/company	Inquire/reply to the inquiry and provide related materials
d) Personal information about business partners	Conclude, execute, and manage agreements
e) Personal information about employees	Human resource management, labor management, safety and health management, and other similar operations
f) Information acquired through surveillance cameras	Operation management and ensure security

In addition to the above, information may be used for the purpose specified when acquiring the personal information.

#### (2) Purpose of use of the individual number and personal information containing the individual number

Type of personal information	Purpose of use
a) Personal information about the owners of the parking lot/land	Create a report concerning the payment of consideration, property usage fees, and consideration for property transfers

b) Personal information about business partners	Create a report concerning the payment of consideration, property usage fees, and consideration for property transfers
c) Personal information about employees	Create record of employment income tax/retirement income tax withholding, employment insurance/workmen's compensation insurance notifications, health insurance/employees' pension insurance notifications, and notification of category III insured person under the national pension
d) Personal information about employees who use the Company's asset accumulation housing savings/asset accumulation pension savings	Submit declarations, reports, and applications for asset accumulation housing savings and asset accumulation pension savings

## [2] Joint use

The Company may jointly use the following information within PARK24 GROUP as stated below:

- Personal information stated in [1] (1) a)-d) above
- Other personal information provided by or acquired from customers after the Company gives notice of joint use and obtains consent from the customer

(In any case, excluding personal information containing the individual number and personal information acquired through subcontractors)

Item	Details
Jointly used personal information item	Name, date of birth, gender, occupation, address, telephone number, email address, vehicle model, vehicle license plate number, camera images, driver's license information, membership number for the services provided by PARK24 GROUP, transaction number linked to credit card payments, service usage history, other information stated in [1] (1) a)-d) above, and information provided by or acquired from customers with consent for joint use from the subject person after joint use is notified separately by the Company
Scope of joint users	PARK24 GROUP companies (Please check the homepage below; excluding overseas corporations) <a href="http://www.park24.co.jp/company/group.html">http://www.park24.co.jp/company/group.html</a>
Purpose of joint use	1. Identity verification when requesting a product or service handled by PARK24 GROUP, automatic display of member information on the request screens, provide the requested product or service, payment settlement, provide after-the-sale service, and otherwise conduct transactions
	2. Provide information about the products, services, special deals, or recommendations handled by PARK24 GROUP and its partners (direct mail, email magazine, provide information at the information desk, etc.)
	3. Marketing activities in relation to the products and services handled by PARK24 GROUP and its partners (questionnaire surveys, campaigns, mailing gifts, purchase analysis, etc.)
	4. Inquire/reply to the inquiry and provide related materials
Company name, address, and name of the representative of the person responsible for the management of personal information	2-20-4 Nishigotanda, Shinagawa-ku, Tokyo TIMES MOBILITY CO., LTD. Norifumu Kawakami, President
Method of acquisition	Orally (telephone, interview, etc.), online entry forms, contracts, request forms, questionnaires, business cards, and other documents (including records created electrically/ magnetically) Of the usage information acquired following use by a member of a service provided by a joint user, information subject to joint use will be accumulated by the joint user.

### [3] Handling of personal information, including credit card information

The purposes for which Company acquires personal information, including credit card information (card name, number, and expiration date) from our customers (hereinafter referred to as “Credit Card Information”), as well as the name of the company that acquires Credit Card Information, information recipients, and retention period, are as follows.

Item	Details
Purpose of use	1. Settle the payment for the provided service 2. Respond to inquiries concerning credit card settlement
Name of the company that acquires the information	TIMES MOBILITY CO., LTD.
Information recipient	Settlement companies and settlement agent companies, including credit card companies, that are used by the customer when paying with a credit card
Retention period	The settlement agent company’s system will be used for credit card settlement. Credit card information will not be retained in the Company’s system. However, when the credit card information is submitted in a written document when requesting credit card payment, the information will be retained within the Company for a certain period of time in order to respond to inquiries concerning credit card payment, and the information will be disposed of by the Company when the Company deems it to be no longer necessary.

### [4] Provision to third parties

The Company will not provide the acquired personal information to any third parties, excluding the following cases:

- (1) When consent is obtained from the subject person
- (2) When provision is made in accordance with a law or regulation
- (3) When it is necessary for the protection of human life, physical well-being, or property, and it is difficult to obtain consent from the subject person
- (4) When it is particularly necessary for the improvement of public health or promotion of sound development of children, and it is difficult to obtain consent from the subject person
- (5) When it is necessary to cooperate with the execution of statutory duties by a government agency, local government agency, or an entity to which such duties are contracted, and obtaining consent from the subject person may hinder the execution of the relevant duties
- (6) When subcontracting to a third party within the extent necessary for the achievement of the purpose of use
- (7) When succeeding the business due to a corporate merger or other reason
- (8) In the case of joint use in [2] above

### [5] Contracting

The Company may, after taking appropriate protection measures, subcontract with PARK24 GROUP companies (<http://www.park24.co.jp/company/group.html>; excluding overseas companies) or other third parties for the handling of personal information provided by or acquired from our customers within the purpose of use set forth in [1] above. When subcontracting the handling of personal information, the Company will select appropriate subcontractors and implement the measures that are necessary and appropriate for supervision.

### [6] Security management measures

The measures taken for security management are as follows:

1. Formulation of a basic policy  
The Company has formulated the Privacy Policy and management system that conform to the JIS standards (JIS Q 15001), and in accordance with the policy and management system, the Company is striving to properly protect and manage personal information.
2. Establishment of rules concerning the handling of personal data  
Including the basic policy for the protection of personal information, the Company has established personal information handling methods for each phase, including acquisition, use, provision, and disposal, as well as rules for the persons in charge and their duties, and the Company revises these on a regular basis.

3. Organizational security management measures

In addition to appointing a Chief Privacy Officer as the person responsible and authorized for the execution and operation of the personal information protection management system, a Personal Information Protection Auditor who is responsible for personal information audits, and an Information System Officer who is responsible for information system management have also been appointed. Moreover, a Personal Information Protection Committee has been established within the Company for formulating measures and holding discussions in relation to the protection of personal information for the entire group. The Company has established a system for promptly reporting a fact or sign of a violation of a law or handling rules to the Chief Privacy Officer, and proper responses will be taken following discussion by the Personal Information Protection Committee. In addition, self-inspections of the work duties are conducted biannually, and personal information audits are conducted by the Compliance Division once each year.

4. Human security control measures

The Company conducts regular training and broadly informs confidentiality related matters by incorporating them in the Work Rules and other rules.

5. Physical security control measures

In order to prevent the theft or loss of the devices, electronic media, and documents used for handling personal data, information management rules for the protection of personal information have been set forth, and proper management is conducted. Also, the deletion of personal data and disposal of the devices and electronic media are done in a non-recoverable manner, and the deletion or disposal of the information is recorded.

6. Technical security control measures

The Company restricts access to systems that handle personal data and identifies and authenticates system users. Also, a framework for protecting the systems from unauthorized external access has been implemented, and an access log is acquired and analyzed.

7. Grasp of the external environment

The Company does not handle personal data outside of Japan.

**[7] Request for disclosure**

Regarding personal information provided to or acquired by the Company, it is possible to request notification of the purpose of use, disclosure, correction, addition or deletion, suspension of use, deletion, or suspension of provision to third parties (hereinafter referred to as “Disclosure”).

Please refer to the Procedure for requesting the disclosure of personal information (<http://www.times24.co.jp/disclose.html>) when requesting Disclosure.

**[8] Voluntary provision of personal information**

The provision of personal information requested by the Company is voluntary. In case personal information is not provided by the customer, all or part of the services offered by the Company may not be available for use.

**[9] Recording of personal information on the phone**

Please note that the Company may record telephone conversations for the purpose of accurately grasping and responding to customer feedback and requests and improving future services.

**[10] Point of contact for inquiries, complaints, and consultations**

For any inquiries, complaints, and consultations regarding the handling of personal information by the Company, please contact the following point of contact:

PARK24 GROUP personal information protection desk E-mail: [kojinjoho@park24.co.jp](mailto:kojinjoho@park24.co.jp)

TIMES MOBILITY CO., LTD.  
Chief Privacy Officer  
E-mail: [kojinjoho@park24.co.jp](mailto:kojinjoho@park24.co.jp)