

Rules on Personal Information Protection

Little Hug Co., Ltd.

CLAUSE 1: PURPOSE

The purpose of this document is to protect rights of individuals related to personal information. Little Hug Co., Ltd. (hereinafter referred to as the “COMPANY”) recognizes the importance of personal information protection, and specifies rules on proper handling of personal information to promote smooth and proper operation of the corporation.

CLAUSE 2: DEFINITION

Personal information includes name, age, date of birth, phone number, place of residence, nearest station, profile photos, child care experience, special skills, qualifications and other information from which individuals may be identified. This includes information from which individuals may not be identified alone, but may be identified in combinations with other information.

CLAUSE 3: RESPONSIBILITY

COMPANY strives to handle carefully and protect personal information under its responsibility.

CLAUSE 4: PURPOSE OF USE

COMPANY may utilize the above-mentioned personal information for purposes of delivery of materials, communicating with clients and staffs, recruiting, service improvement, year-end adjustments and tax accounting operations.

CLAUSE 5: PROPER HANDLING OF PERSONAL INFORMATION

1. COMPANY shall take appropriate measures against leakage of personal information. COMPANY shall give proper supervision to staffs handling personal information.
2. COMPANY shall immediately discard personal information not in use in accordance with the purpose of use.

CLAUSE 6: NON-DISCLOSURE AGREEMENT

COMPANY shall not transfer personal information to any third party without consent from the person her/himself in advance except for the following cases:

1. To follow the laws and regulations
2. To protect a human life or properties, but there are difficulties in obtaining consent from the person her/himself in advance
3. To promote healthy growth of children, but there are difficulties in obtaining consent from the person her/himself in advance
4. To cooperate with a national organization, local municipality or third party to whom tasks have been entrusted by the government in executing operations in accordance with the law, but obtaining consent from the person her/himself may hinder execution of the operations.
5. To consign personal information to a third party to achieve the purpose of use stipulated in CLAUSE 4.

CLAUSE 7: DISCLOSURE, CORRECTION, ADDITION, DELETION AND SUSPENSION OF USE OF RETAINED PERSONAL INFORMATION

COMPANY follows written and oral requests from clients to disclose, correct, add, delete and

suspend the use of retained personal information upon verification of her/his identify by certificates etc. However, COMPANY is entitled not to follow a part of or the entire request in the following cases:

- 1 . The life, body, properties and other rights of the person her/himself or a third party are under threat.
- 2 . Proper execution of COMPANY's operations may be hindered.
- 3 . Any act that violates the law

CLAUSE 8: OBLIGATION OF STAFF

Current and previous staffs shall not inform any third party of personal information obtained through execution of operations and illegally utilize such information.

CLAUSE 9: OTHERS

Matters not stipulated in this document, but are necessary for the implementation of the rules detailed in this document, may be specified elsewhere.

Established on 19/Oct/2015