

If you are applying for a position at Aoba-Japan International School, please review the information regarding the Handling of Personal Information below.

### **1. Name of the business handling Personal Information**

Kabushiki Kaisha Aoba International Educational Systems  
7-5-1 Hikarigaoka Nrima-ku, Tokyo 179-007 Japan

### **2. Personal Information Protection Administrator**

We have an assigned person as the administrator in charge of the protection of Personal Information obtained for the purpose of providing employment support services to applicants, to ensure that Personal Information is appropriately and safely managed and protected.

Kabushiki Kaisha Aoba International Educational Systems  
Business and Administration Manager

### **3. Purpose of using Personal Information**

We will collect Personal Information for the purpose of introducing employment opportunities to applicants according to their requests. It is up to the applicant to decide whether or not to provide Personal Information to our company, however, if the necessary information is not provided, the applicant may be disadvantaged in the hiring process.

### **4. Providing Personal Information to third parties**

The Personal Information received from applicants will be used within the scope of the above mentioned purposes. The applicant's name will not be disclosed or provided to a third party without the applicant's prior consent, even if the information will be used within the scope of the stated purposes.

### **5. Outsourcing the handling of Personal Information**

We may outsource or jointly use Personal Information with contracted Aoba group of companies and trusted third parties, in order to partially or fully outsource our employment operations. In such cases of joint use by a trusted third party, our company will execute an agreement regarding the protection of Personal Information with the outsourced party or the joint use party and strictly manage the handling of Personal Information.

### **6. Protection of personal Information with the joint use party**

- We may jointly use Personal Information within Aoba group of companies. (Including subsidiaries and holding companies of Kabushiki Kaisha Aoba International Educational Systems)
- The entries which may be shared within Aoba group of companies include: name, mailing address, phone number, email address, other information written in the curriculum vitae
- Personal Information Management Administrator: Kabushiki Kaisha Aoba International Educational Systems



### **7. Procedures for responding to requests for disclosure, etc. of Personal Information**

To request the modification or revision of Personal Information such as an address, etc. or to request the disclosure/deletion of Personal Information, please contact the person indicated below. After confirming your identification and your request, we will perform the procedure without delay.

### **8. Contact Person regarding Personal Information**

Please address any inquiries, complaints, etc. regarding Personal Information protection to the person indicated below:

Mayu Saito Phone: 81-3-4520-8688 Email: [mayu.saito@aobajapan.jp](mailto:mayu.saito@aobajapan.jp)