

## Basic Policy on the Handling of Personal Information

The Telecommunication Technology Committee (hereinafter referred to as "TTC") fully recognizes the importance of personal information and considers the appropriate protection and handling of personal information to be the basis of its business activities as well as a social responsibility.

In all of TTC's business activities, all its officers and employees comply with laws, regulations, and other rules regarding the protection of personal information, and work toward the continuous management and improvement of the personal information protection system.

### 1. Collection, use, provision and entrustment of personal information

- (1) TTC collects personal information by legal and fair means and uses the information within the scope of the publicly announced purpose of use (see Appendix) or the purpose of use indicated at the time of collect, and only to the extent necessary for the performance of its business.
- (2) Personal information collected by TTC shall not be provided to third parties, except in the following cases.
  - ① When required by law, or when legally required by a court or other government agency with legitimate authority to disclose the information.
  - ② When consent has been obtained from the individual or a member of the member company or organization for other specific purposes.
- (3) When TTC entrusts the handling of personal information to an outside party, TTC carefully selects the party to be entrusted and concludes a "Confidentiality Agreement on the Handling of Personal Information" with the party, provided that the party has established and implemented a management system that can appropriately protect personal information. TTC also appropriately supervises the contractor to ensure that the contractor protects personal information.

### 2. Implementation of safety measures

TTC strives to maintain the accuracy of personal information and to ensure the security of personal information management by taking security measures to prevent unauthorized access to personal information or the leakage, dissipation, loss, or falsification of personal information.

3. Response to disclosure, correction, etc.

If you wish to request disclosure, correction, suspension of use, deletion, etc. of personal information you have provided to TTC, please contact us at the following address. We will respond to your request within a reasonable period of time after confirming your identity or that you are a member of a member company or organization.

In addition, TTC responds sincerely to any complaint received from the person whose personal information TTC has obtained.

[Contact] General Affairs Department, The Telecommunication Technology Committee  
1F Shibakoen Denki Building, 1-1-12 Shibakoen, Minato-ku, Tokyo, 1050011 JAPAN  
TEL +81-3-3432-1551 FAX +81-3-3432-1553  
E-mail [ttc\\_soumu@ml.ttc.or.jp](mailto:ttc_soumu@ml.ttc.or.jp)

4. Continuous improvements of personal information protection management system

TTC has established a management system for the protection of personal information, clarified its proactive approach to the protection of personal information, and all officers and employees are fully committed to this approach.

In addition, TTC reviews the relevant management system in a timely and appropriate manner and continuously promote its improvement.

(Appendix)

### Purpose of use of personal information

Personal information collected by TTC through applications for membership, registration as a member of Working Group, etc., and attendance notices for various meetings are used for the following purposes within the scope of the business stipulated in the Articles of Incorporation.

- (1) Notices and communications in the course of business operations
  - (2) Provide information on TTC meetings (conferences, meetings, activities of various Working Groups, etc.), workshops, seminars, etc. and meeting management (※)
  - (3) Information on the meetings that TTC co-sponsors, sponsors and supports, etc. as well as the management of such meetings (※)
  - (4) Operation and management of TTC's website
  - (5) Provision and sending of public relations magazines and various related materials and information
  - (6) Publication of books and sale of documents
  - (7) Surveys and research such as various questionnaires
  - (8) Provision of information among members
  - (9) Appropriate and smooth performance in other business activities with members
- ※ Creation of rosters for various meetings, attendance records, distribution of rosters to meeting chairpersons, lecturers, etc. display of nameplates and seating charts at various meetings, etc.