

Basic Policy for the Handling of Personal Information

JR Shikoku Railway Company

General Policy

JR Shikoku Railway Company (hereinafter referred to as the "Company") complies with the laws and regulations concerning personal information, company regulations and other relevant regulations, and exercises proper acquisition, use and management of the personal information that is handled in order to ensure the user's trust.

Handling of Personal Information:

(1) Compliance with Regulations

1. Comply with laws and regulations concerning personal information.
2. Devise company regulations concerning the handling of personal information, relay said information to the Company's employees and other relevant persons, and conduct necessary instruction and supervision.

(2) Secure Handling

1. Place a supervisor in charge for each task that involves the handling of personal information.
2. Implement measures to prevent unauthorized access to, loss of, destruction of, falsification of, and disclosure of personal information.

(3) Collecting Personal Information

Clarify the following items when collecting personal information, and collect the information using proper and fair methods.

1. Purpose of collection and use
2. In the case that there is to be a provision of the personal information is, the purpose and scope of the information to be provided

(4) Use, Provision and Entrusting of Personal Information

1. When using personal information, said information shall be used within the scope of use.
2. In the case that the Company provides personal information in its possession to a third party or entrusts the processing of the information to a third party in part or in whole, the Company exercises proper means in selecting the party to be provided or entrusted with the information, and conducts necessary instruction and supervision to ensure that the information is properly managed according to the Company's regulations.

(5) Maintaining Accuracy

Ensure that personal information is accurate and up to date.

(6) Respecting the User's Rights

The Company respects the user's rights concerning personal information, and complies to a reasonable extent within a reasonable period, when a disclosure, correction, termination of use, or removal of information is requested.

(7) Continued Improvement

Strive to make improvements to ensure the proper handling of personal information.