

Disclosure to the Public of Information Regarding Handling of Personal Data

1. Method of Obtaining Personal Data

The Company may obtain Personal Data by the following three methods:

(i) Obtain directly from the person	When Personal Data is entered directly, or sent directly to the Company, by the person filling in an inquiry form or application form, or sending an identity verification document.
(ii) Entrusted by outsourcing business partners	When the work of handling Personal Data, such as entry, processing, or analysis, is entrusted by outsourcing business partners or other companies, etc.
(iii) Receive from third-party providers	When Personal Data is provided by third-party providers or other companies, etc. consented to by the person. In such case, the Company will confirm in advance that the third-party providers have obtained the person's consent.

2. Acquisition and Purposes of Use of Personal Data

(1) The Company will use the Personal Data it has obtained for the following purposes:

A. Personal Data of customers

Type	Items	Purposes of use
Information related to provision of services	Name, address, age, date of birth, gender, phone number, fax number, e-mail address, company name, department name, customer information (customer ID, membership number), vehicle information (vehicle license plate information, vehicle identification number, vehicle type information, driver's license number, driver's license type, insurance subscription information, and model of vehicle owned), behavior history, stores used, family information, contract information, questionnaire responses,	Operating and providing the Company's services, etc., planning, developing, and improving the Company's services, processing payments received and delivering products associated with the provision of ordered products, contacting, notifying, and providing information related to services and products, etc. that match the needs of service users by analyzing their interests and preferences; and responding to inquiries
Information related to research and analysis of product/service development, etc.	service use history, purchase forecasts, vital data, TransLog information, location information, etc.	Conducting development aimed at providing the Company's products and services, improving the quality of products and services, and conducting research and analyses for marketing activities, etc. (including the creation, use, and

		provision of statistical data for such analysis)
		Giving information and making proposals (by mail, phone, e-mail, etc.) suited to customers' life stages, interests, and preferences, based on the analyses of their Personal Data
		Confirming location information based on Bluetooth sensors (beacons) and providing services suited to such location information, when using the Wellmeter app
Information related to questionnaire surveys		Conducting questionnaire surveys for planning of, research and development for, and quality improvement in the Company's products and services, and for increasing customer satisfaction
Information obtained through various types of research and marketing activities		Creating marketing and statistical materials, requesting surveys and questionnaires and giving notifications of them, and providing information to members
Information related to campaigns	Name, address, age, date of birth, gender, phone number, e-mail address, etc.	Giving information (by mail, phone, e-mail, etc.) on the Company's products, services, etc. or the holding of various types of events, exhibitions, campaigns, etc.
Information related to e-mail newsletters		Sending e-mail newsletters or direct mail containing useful information
Information related to maintenance		Giving notifications regarding maintenance and other important notices as needed
Information related to inquiries and complaints	Name, address, age, date of birth, gender, phone number, e-mail address, content of inquiry or consultation, etc.	Responding to inquiries, giving notifications, using them in the Company's Q&A, and otherwise dealing with inquiries and

		complaints
Information obtained based on contracts	Items separately specified in the terms of use, etc. for services provided by the Company	Performing services based on contracts

B. Personal Data of employment applicants

Type	Items	Purposes of use
Basic information	Name, address, age, date of birth, gender, phone number, e-mail address, etc.	Giving information on company information sessions and accepting applications for attending them, providing information on employee recruitment details and company information, accepting applications for recruitment screening, giving notices of recruitment screening results, job offers, employment conditions, medical checkups on employment, and assignment decisions, giving information for joining the company, and conducting other recruitment activities
Information related to screening	Educational background, major, affiliations (such as circles, club activities, seminar activities), job history, portrait photo, reasons for application, self-introduction, other information stated in resumes/entry sheets, and answers to questions at job interviews	Conducting recruitment screening, deciding employment conditions and assignment, and other recruitment activities

C. Personal Data of officers and employees

Type	Items	Purposes of use
Basic information	Name, address, age, date of birth, gender, phone number, e-mail address, portrait photo, salary transfer account information, investment trust account information, commuting route, employee number, department, position (qualifications),	Managing personnel, deciding assignment including secondment and transfer, creating employee lists, paying salaries, etc., processing welfare procedures and legally required procedures such as

	employment status, business e-mail address, business mobile phone number, basic pension number, employment insurance number, individual identification code (excluding Individual Number), etc.	social insurance-related procedures, confirming safety, giving business communications, posting in recruitment media, and otherwise managing employment
Family and relative information	Family structure, living status (living together or separately), presence or absence of dependents, school attendance status of dependent children, health and nursing care status, emergency contact address and phone number, hometown address and phone number, etc.	Deciding allowances, processing withholding tax procedures, social insurance related procedures, procedures for childcare/nursing care leave, and welfare procedures, making emergency contact, and otherwise managing employment
Wage information	Payment items associated with monthly income, annual income, bonus amounts, retirement benefits, etc., deduction items information, etc.	Deciding and paying salaries, processing legally required procedures including withholding tax procedures and social insurance-related procedures, procedures for retirement allowances and pensions, welfare procedures, procedures for stock ownership plan participants, and procedures for property accumulation savings system users, and otherwise managing employment
Personnel information	Information about personnel evaluations, qualifications/licenses, disciplinary action, commendations, interviews and meetings, promotion test results, aptitude test results, education/training history, training plans, etc.	Judging suitability for work, deciding assigned posts/duties and secondment/transfer, implementing training, competence development, and employee education, deciding promotion/demotion, and otherwise managing employment
Physical and health information	Health condition, medical history, physical/mental disorders, medical checkup results (statutory/non-statutory items), attending physicians' medical certificates, stress checks results,	Managing employees' health, ensuring proper working environments, processing procedures for leave of absence, etc., deciding assigned posts,

	industrial physicians' written opinions, etc.	processing procedures for application of workers' accident compensation insurance and various types of benefits, and otherwise managing employment
Labor information	Attendance information, office entrance-exit records, business terminal operation records, business mobile phone operation records, internal system usage records, behavioral information including image, video, audio, and location information recorded by cameras, etc. at workplaces in the offices or remote work sites (satellite office, home, etc.), information based on the whistle-blowing system (excluding information as the reporter), etc.	Managing working hours, giving business communications, improving work efficiency, monitoring, ensuring employees' safety, preserving the Company's information and assets, establishing systems and conducting investigations for compliance with laws and regulations, and otherwise managing employment

D. Personal Data entrusted by outsourcing business partners

Used for conducting the services entrusted by outsourcing business partners

(2) The Company will use specific personal information (personal information that contains My Numbers) of its officers and employees and their dependents for the following purposes:

- Administrative work related to notifications, etc. for employment insurance;
 - Administrative work related to health insurance/employees' pension insurance notifications, etc.;
 - Administrative work related to notifications, etc. for national pension class III insured;
 - Preparation, submission, etc. of withholding receipts and other administrative work related to withholding at source;
 - Administrative work related to property accumulation housing savings and property accumulation pension savings;
 - Administrative work related to preparation, provision, etc. of statutory documents for stock ownership plans;
 - Administrative work related to preparation and submission of payment reports for remuneration, fees, contract money, and monetary awards;
 - Administrative work related to preparation, submission, etc. of payment reports for stocks; and
- Administrative work related to the above.

What is "My Number"?

"My Number" refers to an individual number assigned to each citizen for the centralized management of

information related to social security and tax payments.

Personal information that includes a My Number is referred to as “specific personal information,” which needs to be handled strictly in accordance with the Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures.

(3) The Company may change the purposes of use if they are reasonably found relevant to the purposes of use before the change. If the purposes of use are changed, they will be notified to the person or announced on the Company website, etc.

In cases of changes outside the scope of the above-mentioned purposes of use, the Company will obtain prior consent of the person before using his/her Personal Data.

3. Grounds for Handling of Personal Data

The Company will handle Personal Data based on the following grounds.

Ground	Outline
(i) Consent	Where the person has consented to the processing of his/her Personal Data in terms and conditions, etc.
(ii) Performance of contract	Where the person's Personal Data is necessary to provide goods or services based on a contract with him/her
(iii) Legal obligation	Where the Personal Data needs to be processed for compliance with the law
(iv) Legitimate interests	Where the organization processes the Personal Data for legitimate reasons
(v) Life-threatening benefits	Where the Personal Data needs to be processed in an emergency

4. Retention Period for Personal Data

The Company will retain Personal Data only for the period necessary to achieve the purposes of use or for the period required by laws and regulations. After the retention period, Personal Data will be disposed of or processed in accordance with laws and regulations so that individuals cannot be identified.

5. Decision-making Based on Automated Processing

The Company will never make any decision based only on the results of automated data processing such as profiling (i.e. analyzing and predicting future behavior based on various information about individuals).

6. Voluntary Nature of Information Provision

Each individual may voluntarily decide whether or not to provide his/her Personal Data to the Company. However, if any information required for processing the business of the Company is not provided, some services may not be available.

7. Provision of Personal Data

(1) The Company may provide Personal Data to the following recipients:

Recipient	Outline
Outsourcee	The Company may provide Personal Data to outsourcees to the extent necessary to achieve the purposes of use that have been disclosed or notified. In such case, the Company will check their systems for managing and handling Personal Data, and will provide the Personal Data only to outsourcees that satisfy the evaluation standards set by the Company.
Third-party recipient	The Company will provide Personal Data only to third-party recipients to which the person has consented in separate terms of use, etc., unless otherwise permitted by law.
Joint user	The Company is currently not using Personal Data jointly with other parties. If it uses Personal Data jointly with other companies, etc. in the future, it will disclose necessary matters on an individual basis in this Public Disclosure of Information, or at times such as when products of the Company are purchased or the use of services of the Company are applied for.

(2) In the case of providing information to other countries or international organizations, the Company will take the necessary measures in accordance with the Act on the Protection of Personal Information (hereinafter referred to as the “Personal Information Protection Act”).

8. Security Management Measures

To ensure that Personal Data is securely managed, the Company takes the following measures.

Item	Measures
Institutional security management measures	Protect Personal Data by establishment of a system in accordance with the Personal Information Protection Act, etc. in Japan and other countries and in conformity with International Standard ISO/IEC 27701
	Establishment of rules for the handling of Personal Data to handle it appropriately
	For each stage of the acquisition, use, storage, provision, deletion, and disposal of Personal Data, specification of the Personal Data handling procedures, including handling methods, persons responsible for/in charge, and their duties.
	In the management of Personal Data, clarification of the purposes of use, storage methods, etc. of personal information to understand the handling status of Personal Data
	Personal Data may be provided to outsourcees to the extent necessary to achieve the disclosed or notified purposes of use. In such cases, the outsourcees are required to properly handle and appropriately manage the Personal Data provided by the Company.

	Establishment of the contact system and procedures in the event of leakage or other incidents
	Appointment of an audit manager and implementation of regular audits, as well as reviews and improvements based on audit reports
Human security management measures	Implementation of educational and awareness-raising activities to protect Personal Data for officers and employees who handle Personal Data, and conclusion of confidentiality agreements
Physical security management measures	Restriction of areas where Personal Data is handled to maintain security
	Storage in lockable cabinets of devices, electronic media, etc. in which Personal Data is recorded, with persons responsible for management of them clarified
	Implementation of security measures to prevent loss or theft of electronic media, etc. when carried around, such as setting passwords
	Confirmation by a person in a position of responsibility of the deletion of Personal Data or disposal of devices, electronic media, etc. containing Personal Data
Technical security management measures	Clarification of the devices that may be used to handle Personal Data and the officers and employees who handle such devices to prevent unnecessary access to Personal Data
	Installation of security software on devices, etc. used to handle Personal Data, and updating the software with an automatic update function, etc.
	Encryption of communications when obtaining Personal Data via the Internet

9. Procedures for Request for Disclosure, etc.

The Company provides procedures for requests by the person for notification of purposes of use, disclosure, disclosure of records of provision to third parties, correction, addition or deletion of content, discontinuation of use, and elimination of Personal Data (hereinafter collectively referred to as “Disclosure, etc.”) in accordance with the Personal Information Protection Act, as follows:

[Matters not subject to Request for Disclosure, etc.]

- Data that does not fall under retained personal data for the Company;
- Data excluded from subjects of Disclosure, etc. pursuant to the provisions of Article 33 of the Personal Information Protection Act;
- Cases in which disclosure, etc. of the Data may damage the life, body, property, or other rights or benefits of the person or a third party;
- Cases in which disclosure, etc. of the Data may significantly interfere with the Company's proper execution of services;
- Cases in which disclosure, etc. of the Data will violate other laws or regulations; and
- Other cases as set forth in laws and regulations or the like.

(1) Method and address for request

Requests are accepted only when they are made by mail. Please prepare the documents and the fee as listed in “(2) Documents to be submitted,” and send them by simplified registered mail or delivery certified mail to the following address. In addition, write “Documents for the Request for Disclosure, etc. enclosed” on the envelope you are sending.

<Address for Request for Disclosure, etc.>

Contact Point for Personal Information Inquiries, TOYOTA CONIQ Pro, Inc.

Waterras Tower 10F 2-101, Kanda Awajicho, Chiyoda-ku, Tokyo 101-8343 Japan

(2) Documents to be submitted

1) Application form for Request for Disclosure, etc.

Please download the following “Application Form for the Disclosure, Etc. of Retained Personal Data” and fill out all the necessary fields.

[Application Form for the Disclosure, Etc. of Retained Personal Data](#)

* Please be sure to check the ☐ of the content you apply for.

2) Person's identity verification document

Classification	Required documents
Request made by the person	A copy of any one of the following identity verification documents (only those within the validity period) stating the name and domicile or residence of the person making the Request that are identical to those stated in the Application Form for the Disclosure, Etc. of Retained Personal Data (for identification): 1. Driver's license 2. Health insurance card 3. Passport
Request made by agent	Please enclose a document to identify the agent, in addition to those listed in the above. a. In the case of a legal representative - A copy of a document to confirm legal representative authority - A copy of any one of the documents as listed above to identify the legal representative b. In the case of an entrusted agent - A copy of the <u>Power of Attorney designated by the Company</u> (please download the Power of Attorney) - A copy of the agent's seal registration certificate

	- A copy of any one of the documents as listed above to identify the agent
--	--

* Please note that the submitted documents cannot be returned.

(3) Fee for Request for Disclosure, etc.

In the case of Notification of Purposes of Use, Disclosure, or Disclosure of Records of Provision of Personal Data to Third Parties, you will be asked to send a fee per application. Please enclose a postage stamp of JPY 480 in the application documents.

* In the cases of application of other than the Notification of Purposes of Use, Disclosure, or Disclosure of Records of Provision of Personal Data to Third Parties, the stamp is unnecessary as the request can be made free of charge.

* If the fees enclosed are insufficient or if no fees are enclosed, the Company will notify the request sender, and take necessary steps after confirming the arrival of the fees. However, if the fees do not arrive after two weeks, the Company will assume that the request has been withdrawn and return a set of application documents the Company has received.

(3) Response method to Request for Disclosure, etc.

The Company will make a response by mail to the address described in the application form or by e-mail. You can choose a disclosure method of either in electromagnetic records or in a document.

* Please choose the desirable response method/disclosure method in the corresponding field in the Application Form for the Disclosure, Etc. of Retained Personal Data.

(4) Purposes of use of Personal Data obtained upon Request for Disclosure, etc.

Personal Data submitted for a Request for Disclosure, etc., including the application form and identity verification document, will be handled only to the extent necessary for responding to such Request, such as giving notifications to or, if there are any questions, seeking confirmation from, the person or his/her agent related to the Request for Disclosure, etc.

(5) Handling of application form, etc. received

The Company will discard submitted documents after finishing its response to the Request for Disclosure, etc.

* Reasons for not disclosing Retained Personal Data and Records of Provision to Third Parties: The information will not be disclosed in the following cases. The Company will give you a notification with reasons when deciding not to disclose information. You will be asked to send the fee even when the information is not disclosed.

- Where a request sender is not identified due to the inconsistency of the address described in the application form and identity verification document or registered with the Company;
- Where the legal representative authority cannot be confirmed in the case of application by a legal representative;
- Where the application documents are incomplete;
- Where the request of disclosure is not made for the Retained Personal Data or Records of Provision to Third Parties;
- Where the request may damage the life, body, property, or other rights or benefits of a request sender or a third party;
- Where the request may significantly interfere with the Company's proper execution of services;
- Where the Records of Provision to Third Parties which is requested to be disclosed are included in those specified in the government ordinance as the data which harms public or other interests if its presence or absence is known; and
- Where the request violates other laws or regulations.

10. Contact Point for Inquiries and Complaints Regarding Handling of Personal Data

For inquiries and complaints regarding the handling of Personal Data, please contact the following contact point:

(1) Name of business operator

TOYOTA CONIQ Pro, Inc.

Waterras Tower 10F 2-101, Kanda Awajicho, Chiyoda-ku, Tokyo 101-8343 Japan

(2) Person responsible for management of Personal Data

Tomotaka Yagai

Chief Information Security Officer

(3) Contact point for inquiries and complaints regarding Personal Data

Please send opinions, inquiries, or complaints regarding the handling of Personal Data to the following by mail:

Contact Point for Personal Information Inquiries, TOYOTA CONIQ Pro, Inc.

Waterras Tower 10F 2-101, Kanda Awajicho, Chiyoda-ku, Tokyo 101-8343 Japan

Please note that the Company cannot accept inquiries, etc. made by phone or in person.

Established on April 1, 2025