

Privacy policy

Innovia Corporation. (hereinafter referred to as "our company") is engaged in the business of providing a human resource development support system and its related services.

Regarding the protection of personal information handled by our company, we fully recognize our social responsibility, protect the rights and interests of the individual, and comply with laws and regulations concerning personal information.

In addition, in order to materialize the following policies, we have built a personal information protection management system and are constantly aware of the latest IT technology trends, changes in social requirements, changes in the business environment, etc. We hereby declare that we will make company-wide efforts to make improvements.

- a) Regarding personal information handled in our business, employee employment, personnel management, etc., it is necessary to properly acquire, use and provide personal information within the scope of the purpose of use specified in advance, and to achieve the purpose of use. We will not handle personal information (use outside of the intended purpose) beyond this range. We will also take appropriate measures for that.
- b) The Company will comply with laws and regulations regarding the handling of personal information, national guidelines and other norms.
- c) We take reasonable safety measures against risks such as unauthorized access to personal information, leakage of personal information, loss or damage, and inject management resources that match the actual situation of the business, We will continue to improve our security system. In addition, we will establish internal rules such as making corrections for inappropriate matters and protect personal information in the best possible condition.
- d) The Company has established internal rules for handling complaints and consultation regarding the handling of personal information, and will respond promptly and sincerely to complaints and consultations.
- e) The personal information protection management system will be reviewed in a timely and appropriate manner in light of changes in the environment surrounding us, and we will continue to promote improvements.

We will distribute this policy to all officers and employees to make them fully aware of it and take measures

that can be obtained by anyone at any time.

Innovia Corporation.

CEO Takafumi Yamakawa

Innovia Corporation.

Contact for personal information

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We may revise the "Personal Information Protection Policy" in order to better protect your personal information and to respond to changes in laws and regulations.