

Security Management Measures

1. Establishment of MSFJ Privacy Notice on the Handling of Personal Information

We recognize the importance of all personal information obtained through our activities, and in order to protect the rights and interests of individuals in compliance with the Act on the Protection of Personal Information and other applicable laws and guidelines, we have established the Privacy Notice on the Handling of Personal Information (<https://www.msf.or.jp/policy/>).

2. Establishment of Rules Regarding the Handling of Personal Data

For each phase of acquiring, using, storing, providing, deleting, and disposing of personal information, we have established rules and guidelines that clearly define the person in charge, the scope and method of handling, etc., and strive to ensure that board members and employees comply with these rules and guidelines.

3. Organizational Security Management Measures

We have established a Personal Information Protection Manager and an Information Security Committee, and clarified who is responsible for personal information handling and the scope of such handling. In addition, we conduct regular inspections of the status of the personal information handling and have established a system for reporting to the Personal Information Protection Manager any fact or indication of violation of laws, regulations, internal rules or guidelines.

4. Human Security Management Measures

We have established the Rules of Employment which include provisions regarding the confidentiality of personal information, and regularly conduct training for employees on personal information handling.

5. Physical Security Management Measures

We have strictly implemented entry and exit controls in areas where personal information is handled. In addition, we have implemented measures to prevent theft, loss, etc., of equipment, electronic media, and documents that handle personal information, and to prevent personal information from being easily identified during transport.

6. Technical Security Management Measures

We have implemented access controls to limit the scope of individuals and their handling with personal information, and strictly control such access authorization. We have also introduced a



mechanism to protect information systems that handle personal information from unauthorized access from outside sources or from unauthorized software.