

# Privacy Policy

Ever since our foundation, we have engaged in the development of health management and preventive medicine for staff members and community residents through health check-ups. We remain your important personal information including health management information, and only use it in a way that you can work on maintaining and promoting good health. For that purpose any, personal information must be safety controlled, and we are deeply aware that that control is an important social responsibility for medicine-related service agencies. Our privacy policy is defined as below, and we work to ensure to that all executive members and staff members are kept informed about the policy while also making the utmost efforts to protect that personal information.

1. Acquisition, Use, and Provision of Personal Information  
We only acquire, use, and provide personal information in the most appropriate manner and in accordance with the relevant laws and regulations and do not use any personal information for any other purpose beyond the scope necessary in achieving the specified purposes. In addition, if any such information is to be used beyond the permissible scope, except in cases defined by law, we shall obtain consent from the person prior to any such use.
  - (1) Personal information is only acquired after identifying the purpose of use and preliminarily obtaining the consent of the person concerned.
  - (2) Use or provision of personal information shall only take place within the scope of the purpose of use preliminarily defined.
2. Compliance with Laws, National Policies and Other Regulations  
We abide by all laws related to the handling of personal information, national policies and other rules and at the same time, protect all personal information in accordance with JISQ15001.
3. Appropriate Management of Personal Information and Education  
We, in order to ensure that all personal information is appropriately managed, shall take organizational, human, physical and technological safety management measures and work to prevent any leakage, loss or damage of personal information. At the same time, we shall immediately take any necessary corrective measures in the case of a problem arising. We shall also implement educational activities for our employees regarding the appropriate management of all personal information.
4. Complaints and Consultation Requests  
We, in the case of receiving a complaint or consultation request, shall immediately investigate the facts in detail and respond in all sincerity within a rational period of time (contact information is provided below).
5. Continuous Improvement  
We shall assign a manager that controls all personal information in the constant implementation and maintenance of a “privacy protection management system” that is based on the social situation/environmental changes. In addition, we shall conduct regular audits, reviews, and improvements.

Establishment: December 1<sup>st</sup>, 2004  
Revised on: May 11<sup>th</sup>, 2011  
SEIKOKAI Health Management Center Co., Ltd.  
Shigeru Yamamoto, Representative

**For any inquiries about privacy protection, please contact this number:**

[TEL: 03-3973-0641](tel:03-3973-0641) FAX: 03-3530-7273

## **Purpose of Use of Personal Information**

“Personal information” is defined as any information related to a person which enables a specific individual to be identified by their name, date of birth, or other descriptions included in the information (including information that can be easily checked against other information and as a result the specific individual identified), and we shall only use any such information in the appropriate manner and within the scope of the following purposes:

1. Personal information related to health check-ups
  - (1) When entrusted by your business owners
    - a. For use in consigning diagnoses/check-ups to medical facilities for the better understanding of health conditions
    - b. For use in managing the results of health check-ups for patients and business owners
    - c. For use in charging health check-up fees
    - d. For the accurate management of health check-ups (anonymized so that no individuals can be identified)
  - (2) For the provision of statistical information to our umbrella organizations and authorities
  - (3) When requested by the law or relevant authority, and when submission of personal information is required due to an audit, medical lawsuit, or the like
  - (4) When a doctor or other people involved at medical facilities will use the information for medical education or research (in principle, information is used in a manner that individuals cannot be identified, for example reporting total values or use of anonymization)
  - (5) For the provision of information based on the consignment of operations to clinical inspection companies or external medical facilities
  - (6) For the provision of information when external doctors are requested to inspect images, for example X-rays, in then making judgements  
(Regarding (5) and (6) above, we shall ensure the appropriate selection, entrustment, and management of

- contractors and judging doctors and take measures to prevent any leakage of personal information.)
- (7) For reporting your health situation to authorities for notification or statistical purposes when required by law
  - (8) When the doctor determines the provision is necessary to provide better health check-ups for patients one of the following may occur, although given that the consent of the person has been obtained in advance.
    - a. Cooperation with health officials, industrial doctors or health nurses of your office in responding to inquiries received
    - b. Cooperation with referenced medical agents, to in responding to inquiries received
    - c. To request opinions and advice from external medical specialists
2. Personal Information of Employees, Their Affiliates, and Retired Individuals
    - (1) For use in managing work conditions, payment of salaries, human resources, welfare, and safety and health control etc.
    - (2) For use in notifications/reports to related entities in the course of processing health insurance, employees' pensions, employment insurance etc.
    - (3) For use in notifications /reports to public offices and participating organizations
    - (4) When the company considers it necessary in business operations
  3. Personal Information Related to Job Applicants
    - (1) For use in providing and reporting the variety of information related to recruitment
    - (2) For use in making deliberations about acceptance / rejections and to notify the decision made
  4. Personal Information Related to Users of Claim/Consultation Services
    - (1) For use in deliberating upon, investigating and responding to the details of consultation and contact
    - (2) For use in investigating and handling identity confirmations

February 1<sup>st</sup>, 2012  
SEIKOKAI Health Management Center Co., Ltd.  
Shigeru Yamamoto, Representative

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### **Request for Disclosure of Personal Information**

Disclosure (including notification of the purpose of use, disclosure, corrections, additions, deletions, suspension of use, eliminations, discontinuation of provision to

a third person) can be requested by filling the “Personal Information Disclosure/Modification Request” form with the necessary information and mailing it with the attachments as instructed in the form and 540 yen worth of stamps (handling fee).

[Personal Information Disclosure/Modification Request \(PDF 58KB\)](#)

\* [Adobe Reader](#) is needed to read PDF.

Claims/consultation requests/inquiries regarding the disclosure of personal information are accepted at the center below.

3-13-1 Komone, Itabashi-ku, Tokyo, 173-0037

SEIKOKAI Health Management Center Co., Ltd.

Manager of personal information protection and complaint service (Ueno, Sales Department)

[TEL: 03-3973-0641](tel:03-3973-0641)

FAX: 03-3530-7273

#### Caution

If you fail to adequately fill out the “Personal Information Disclosure/Modification Request” in the correct mannerly, then we may not be able to use it.

The mailing fee for submitting the form must be borne by the sender.

We will contact you if any inadequacies are found in the submitted documents, but note that any failure to resubmit the document within one month will constitute a waiver of the request.

We cannot accept any requests by phone, FAX, e-mail, or by directly visiting our office.

### **Concerning Revisions**

Please be aware that the “Privacy Policy” and “Purpose of Use of Personal Information” are subject to change without notice in corresponding to any changes in the relevant regulations and our company policies.