

**Public Notice Pursuant to the Act on Protection  
of Personal Information (Personal Information Protection Act)**

**1. Purposes of Use of Personal Information Acquired by BancTec Japan, Inc.**

Banc Tec Japan, Inc. will handle personal information that it acquires for conducting business within the scope of the purposes of use specified below (Item 1, Article 18 of the Act).

Type of personal information	Purpose of use
Personal information obtained from customers for outsourced services of converting personal information printed on paper into image and/or text data	Performing of the outsourced service of converting into image and/or text data For device settings and testing, dummy data are used in principle. However, if a customer makes a special request for use of personal information, personal information will be used. All personal information obtained from the customer will be returned to the customer after completion of the service.
Personal information collected in connection with inquiries to BancTec Japan	Responding to inquiries to BancTec Japan
Personal information collected through questionnaires conducted at BancTec Japan seminars	Provision of information on BancTec Japan products and services
Personal information acquired from the Internet or other public media	Provision of information on BancTec Japan products and services
Information on applicants for advertised job opportunities with BancTec Japan	Recruitment of human resources by BancTec Japan
Information on current personnel	Personnel management and communications necessary for business operations
Information on former personnel	Management of former personnel stipulated by laws and regulations and communications on gathering, etc., as needed
Information on business partners	Communications necessary for transactions with BancTec Japan

**2. Matters regarding owned personal data to be available to the parties whom they concern  
(Item 1, Article 24 of the Act)**

Type of owned personal data	Purpose of use
Personal information collected in connection with inquiries to BancTec Japan	Provision of response to the inquiries
Personal information collected through questionnaires conducted at BancTec Japan seminars	Provision of information on BancTec Japan products and services
Personal information acquired from the Internet or other public media	Provision of information on BancTec Japan products and services
Information on applicants for advertised job opportunities with BancTec Japan	Recruitment of human resources by BancTec Japan
Information on current personnel	Personnel management and communications necessary for business operations
Information on former personnel	Management of former personnel stipulated by laws and regulations and communications on gathering, etc., as needed
Information on business partners	Communications necessary to transactions with BancTec Japan

**3. Matters concerning procedures for response to disclosure and other requests (Article 29 of the Act)**

BancTec Japan will respond to requests from relevant parties for disclosure, correction, addition, reduction, discontinuation of use, deletion or discontinuation of offering to third parties (hereinafter “disclosure and other requests”) of their personal information specified in the foregoing clause 2 regarding "Matters regarding owned personal data to be available to the parties whom they concern."

BancTec Japan will accept such requests submitted in the following procedures. BancTec Japan is unable to accept any request submitted in other procedures or submitted to any other section of BancTec Japan.

[Request Procedures]

Step 1: Ask for a disclosure request form.

For personal information disclosed pursuant to the Personal Information Protection Act, please contact the Personal Information Protection Inquiry and Consultation Helpdesk listed below to request a disclosure request form. Please note that BancTec Japan is unable to respond to disclosure request submitted at its offices.

For inquiries and information on handling personal information, please contact:  
Personal Information Protection Inquiry and Consultation Helpdesk, Planning Department

Phone: 044-578-5115 (weekdays 9:00a.m.-5:30p.m.)

E-mail: [privacy@banctec.co.jp](mailto:privacy@banctec.co.jp)

Step 2: Send materials 1), 2) and 3) listed below to the Address specified.

- 1) Your completed disclosure request form
- 2) Any one of the materials a), b) and c) listed below for personal identification
  - a) A copy of your valid driving license (copy of its reverse side is also required if your address has changed)
  - b) A copy of your passport
  - c) A copy of your health insurance card (The copy must show the sections with your name and with your address printed.)
    - If any material contains nationality or other sensitive information or information on family members, please black out such information before sending it in order to ensure it cannot be read.

3)[Postal money order certificates (yuubin kawase) worth 840 yen]

The amount covers the postage for the letter of response to your request sent from BancTec Japan to you by certified mail.

\*Submitting a request by proxy

To submit a request not in person but by proxy, please also submit the following materials irrespective of whether a legal or delegated representative is involved.

- a) A document that provides evidence of representative right
- b) Material for personal identification of the representative selected from among those specified in 2) above

[Address]

Postal Code 153-0064

12th Floor, Solid Square East Tower, 580 Horikawa-cho, Saiwai-ku, Kawasaki-shi, Kanagawa  
BancTec Japan, Inc.

Personal Information Protection Inquiry and Consultation Helpdesk

If BancTec Japan owns personal information for which you submit a disclosure request, BancTec Japan will promptly disclose the personal information by certified mail after confirming your identity on the basis of the request form and attached materials supplied from you. If BancTec Japan does not own the personal information in question or is unable to disclose it for other statutory reasons, BancTec Japan will inform you accordingly by certified mail.