

Handling of Employee Personal Information

The personal information of directors, employees (including not only those who are in a direct employment relationship with the Company but also those who are on temporary secondment or temporary staff), retirees, their families (hereafter referred to collectively as "employees, etc.") and those who are applying or have applied to become a director or employee of the Company (hereafter referred to as "applicants, etc.") shall be handled as follows:

1. Purpose of use of personal information of employees, etc. and applicants, etc.

The Company uses the personal information of employees, etc. and applicants, etc. for the following purposes:

1) Labor-related operations

- a. Calculation and payment of salaries, bonuses and other financial incentives, withholdings, deductions for returning loans and payment procedures
- b. Social insurance operations
- c. Taxes related to employment income
- d. Workers' compensation operations
- e. Welfare program operations (running of welfare facilities, introduction of various insurance products and services)
- f. Health management operations
- g. Labor-related operations associated with personnel transfers
- h. Internal and external audit operations

2) Personnel and labor administration operations below associated with personnel assignment, skills development, treatment as well as planning and proposal, investigation, analysis, operation, etc. of various personnel systems

- a. Organizational structure planning and personnel assignment
- b. Employee skills development, educational training, self-development support, goal management
- c. Determination of wages and financial incentives
- d. Performance review for determining personnel assignment and wages
- e. Creation of various personnel systems and formulation of standards for labor-related operations
- f. Commendations and official reprimands
- g. Internal events

- 3) Operations related to recruiting, screening and notification of job offers for employees, etc. and operations related to the new hire employment
 - a. Provision of information on various company explanatory meetings and acceptance of applications for same
 - b. Provision or sending of corporate information for reference following application
 - c. Provision of information on employee recruiting details
 - d. Acceptance of applications for interviews, document screening and other employment screening
 - e. Employment screening
 - f. Notification of results of employment screening
 - g. Notification of job offers
 - h. Health examinations at time of hiring
 - i. Proper assignment
 - j. Notification of assignment decision
 - k. Provision of information on explanatory meetings for prospective employees, initiation ceremonies, etc.
 - l. Advance training
 - m. Operations stipulated in laws related to hiring of persons with disabilities
 - n. Preparation of acquisition of status of residence
- 4) Operations related to retirees
 - a. Communication with retirees
 - b. Response to audits by tax and employment security offices
 - c. Response to accounting and internal audits
 - d. Preparation of personnel data
- 5) Observance of legal stipulations, operational and emergency communications, creation of communication system, distribution/delivery operations, security and access control, work management, accounting operations, etc.
- 6) Other necessary matters for implementing various corporate regulations

2. Scope of users of personal information of employees, etc. and applicants, etc.

- (1) The personal information of employees, etc. and applicants, etc. may be provided to the persons/organizations listed below in the scope necessary to achieve the purpose of use defined in 1 above.
 - 1) The Company's contractors hired to do operations related to labor conditions, recruiting, screening, notification of job offers, and acquisition of status of residence for employees, etc. either in part or in their entirety
 - 2) Pension fund operators, financial institutions or equivalent organizations involved in labor related operations

- 3) National and local public agencies, public offices and other related organizations for the execution of various procedures required by law
- 4) Third parties such as other companies and other organizations for temporary assignment, temporary secondment, transfers and other personnel assignment
- 5) Third parties to which personal information may be provided without the consent of the individual in accordance with laws concerning protection of personal information in the following situations:
 - a. Based on the law
 - b. It is necessary to do so in order to protect human life, physical well-being or property and there is difficulty in obtaining the consent of the individual
 - c. It is especially necessary to do so in order to improve public health or promote healthy nurturing of children and there is difficulty in obtaining the consent of the individual
 - d. It is necessary to cooperate with a government organization, local public agency or contractor in the execution of their work stipulated in laws and obtaining the consent of the individual could interfere with the execution of said work

(2) When providing personal information to third parties in cases other than the above, the consent of the employees, etc. or applicants, etc. shall be obtained.

3. Disclosure of personal information of employees, etc. and applicants, etc.

- (1) Disclosure or correction (hereafter "disclosure, etc.") of the personal information of employees, etc. and applicants, etc. shall be handled by the employees, etc. or applicants, etc. themselves by accessing and making corrections in the personnel information system, online hiring system or other system (hereafter "the Company's systems").
- (2) Requests for deletion, discontinuation of use, removal or suspension of provision of the personal information of employees, etc. and applicants, etc. to third parties and disclosure, etc. of personal information that cannot be accessed or corrected in the Company's systems are accepted at the address below. Attach the necessary documents to the designated request form and mail your request.

1) Point of contact

HR Design & Planning Dept.

Peach Aviation Limited

1 Senshukukonaka, Tajiri-cho, Sennan-gun, Osaka 549-0011

2) Necessary documents

i) ID

Copies of two forms of identification (drivers license, passport, health insurance card, basic resident register card with photograph, pension book, physical disability certificate, residency card, special permanent resident certificate, certificate of registered seal)

When requesting disclosure of personal information, the following two items must also be included:

- ii) Handling fee: 1,000 yen per disclosure (Purchase a postal money order from JP Bank and include it)
 - iii) Self-addressed stamped envelope (Long No. 3 envelope with 82 yen stamp)
- 3) Request form
- [LINK](#)
- 4) Regardless of the above, in the following cases, the Company may fully or partially deny requests for disclosure, etc. of personal information:
- 1) Items related to performance review
 - 2) Items related to review process for personnel transfers
 - 3) Items related to employment screening
 - 4) Items related to internal selection or interviews
 - 5) Items related to awards and punishments
 - 6) Items that if disclosed could harm the life, physical well-being, property or other rights and interests of the individual or a third party
 - 7) Other items that if disclosed could greatly impede the proper conducting of the Company's business

These regulations for the handling of the personal information of employees, etc. shall take effect on July 1, 2015.