

PRIVACY NOTICE

TAU Corporation Philippine Branch Office (“TAU”) recognizes the importance of personal information that has been entrusted to us. As part of our societal obligations and standard business operations, it is necessary for us to obtain and process your information with intensive security protection and proper handling to ensure that these data will be free from any threats and risks.

In accordance with the guiding principles and regulations mandated by National Privacy Commission, the Data Privacy Act of 2012 will be the core reference to achieve the international standards in performing and practicing data protection.

Providing all Data Subjects (*Customers, Suppliers and/or Individual Seller*), the right to be fully informed with our data processing operations, TAU Corporation (Philippine Branch Office) has prepared the following Privacy Notice.

I. COLLECTION OF PERSONAL INFORMATION

In order to provide our services and perform our functions, TAU Corporation (Philippine Branch Office) will need to collect personal information and sensitive personal information from our valued customers including but not limited to the following; *name, signature, birthdate, home address/business address, mobile number/landline number, business name/company name, employer's name, email address and photocopy of government-issued ID's including but not limited to Driver's License, Passport, SSS/GIS ID, UMID ID, Voter's ID, TIN ID Philhealth ID, PAG-IBIG ID etc.,*

The collection of the foregoing personal information is generally done through electronic registration and electronic mail for submission of any preferred ID references that are being freely guided by our Customer Service Specialist. In some other cases granted only by the Company's top management, paper-based collection of information can be performed. Your personal information may also be collected through the security devices inside our working area such as our *CCTV cameras*, and through the systems and application

To our valued Suppliers and Individual Sellers/Previous Owner the collection of your basic information is essential to successfully process the transaction you are dealing with us. This includes but is not limited to, the following; *name, signature, birthdate, home address/business address, mobile number/landline number, business name/company name, employer's name, email address, and photocopy of government-issued ID's, including, but not limited to, Driver's License, Passport, SSS/GIS ID, UMID ID, Voter's ID, TIN ID Philhealth ID, PAG-IBIG ID etc., official receipts which contains your name, address, all documents pertaining to the possession of unit and your bank account information.* Collection of these data is done through personal submission and turnover to our Purchasing Team; which will then be taken over by our Documentation Specialist for proper storage and handling. Your personal information may also be collected through the security devices inside our working area, such as our *CCTV cameras*.

Modification of collected information may be done provided that the Data Subject has performed the necessary guidelines and procedures to do so. Accountability over accuracy of information shall be relied not only to TAU Corporation (Philippine Branch Office) but also upon the initiatives of Data Subjects as well.

II. USE OF PERSONAL INFORMATION

Personal Information and/or Sensitive Personal Information shall be used only for the following purposes:

- Online registration for Membership.
- Performing direct contact and inquiry thru phone calls, SMS and/or e-mail.
- Identity verification.
- Screening Data Subjects in accordance to risk management procedure.
- Following up registrations and other related concerns.
- Determining activities of Data Subjects for statistical study and/or furthering strategies for sales and services.
- Contacting Data Subjects for notices and announcements.
- Invitation for Promotions and Sales Event Activities.
- All processing for Payment Settlement.
- Issuances of Documents.
- Process of Transferring and Changing of Ownership.
- Making of Contract for Purchasing Procedures.
- Making of internal and legal documents pertaining to any successful and unsuccessful purchases (*e.g Vehicle Exit Pass, Deed of Absolute Sale, Collection Receipt etc.*).
- Maintaining accurate records and history.
- Improvement of services, operation facilities and other related purposes pertaining to the development of overall operations.
- Complying with any lawful obligation and/or codes of practice issued by authorities that with which we are expected to act in.
- Any other purposes which were written, verbally and/or electronically notified.

III. RETENTION, STORAGE AND DISCLOSURE OF PERSONAL INFORMATION

All personal information and sensitive personal information that has been collected will then be subscribed and stored in Salesforce a reputable database intelligence used by Japanese major banks, large automobile maker and insurance companies.

Such information that have been collected whether stored in paper, electronic or storage drives shall be kept and retained for as long as the data subject is registered or inquiring about legal business transactions, and for such reasonable amounts of time thereafter for historical purposes.

Thus, we only recognize the deletion of information if the Data Subject request and instruct us to do so.

In case personal information is shared with Third Parties, TAU Corporation (Philippine Branch Office) shall obtain the prior consent of the Data Subject before performing any kinds of disclosure. If consent has been provided, TAU Corporation (Philippine Branch Office) shall perform the necessary disclosure but limited only to those third parties bound by a Data Sharing Agreement and practicing due diligence.

IV. SECURITY OF PERSONAL INFORMATION

Membership Registration done through TAU Corporation (Philippine Branch Office) sales website is encrypted and secured by a WebTrust-certified provider; GlobalSign that verifies its authenticity.

Several filing cabinets with built in locks are installed within TAU Corporation (Philippine Branch Office)'s facility to ensure that the paper-based documents containing Data Subjects personal and sensitive personal information are securely stored.

Access to this information is also strictly monitored by TAU Management following our employees' compliance with Access Control Policy. This limits the persons who can have access to Data Subjects personal and sensitive information.

V. CHANGES TO OUR PRIVACY NOTICE

This Privacy Notice is in effect as of _____ and will continue to remain in effect unless otherwise directed by TAU Corporation (Philippine Branch Office).

This notice may be notified by TAU Corporation (Philippine Branch Office). You will be duly notified of any modification or change to this Privacy Notice or to our Privacy Policy through the email address that you have provided us or through our website.

VI. INQUIRY AND COMPLAINT

Data Subjects are entitled to their Data Privacy under the Data Privacy Act of 2012 and its Implementing Rules and Regulations as issued by the National Privacy Commission. These rights include Right to be informed, Right to Object, Right to Access, Right to Correction, Right to Erase, Right to Damages, Right to Portability and the Right to File a Complaint.

The use of your personal information and sensitive personal information can be reviewed and seen under Part II of this Privacy Notice to properly guide and inform you.

Should the Data Subject have any concern with respect to its rights under this Privacy Notice, TAU Corporation Philippine Branch Offices' Data Privacy Officer (DPO) may be reach at m-watanabe@glb.tau.co.jp and/or (02) 800-6841; 0917-871-3338

VI. LINKED SITES

This Privacy Notice does not apply to other linked website of TAU Corporation in other countries.