

Privacy Policy (Personal Information Protection Policy)

In order to ensure our customers' trust regarding the handling of personal information that we have acquired and used for the planning of medical and nursing care solutions and for the development of our system, MEDICALBIT FOUNDATION OÜ has stipulated "Personal Information Protection Policy" given below and will work to protect such information.

- A. We will not handle the personal information that is beyond the scope necessary for achieving the specified purpose of use, (referred to as "non-purpose use"). We will also take measures to achieve that end.
- B. We will comply with the laws concerning the handling of personal information, the guidelines established by the government and other norms.
- C. We will strive to prevent the leakage, loss or damage of personal information and to rectify it.
- D. We respond to complaints and requests for consultation.
(Please contact the following information counter for the complaints and requests for consultation regarding personal information.)
- E. We will strive to continually improve personal information protection management system.

« The information counter for complaints, consultations and inquiries concerning personal information »

MEDICALBIT FOUNDATION OÜ

The information counter for complaints and consultations :
Harju maakond, Tallinn, Kesklinna linnaosa, Narva mnt 5, 10117
HP: <https://www.medicalbit.ee>

【Regarding the handling of personal information】

Purpose for using personal information acquired by methods other than the writing of the person himself/herself

Information to be obtained	Purposes of use	Disclosure
Personal information received from the consigner	In the execution of the work contract that has been concluded	Not covered
Personal information received from cooperative companies	In the execution of the work contract that has been concluded	Not covered
Personal information on the job applicants provided by recruitment companies	In recruitment selection and in making contacts related to it	Not covered
Personal Information we get from KYC registration	This procedure is to check if the applicant is involved with unauthorized utilization such as money laundering	Not covered

Notification items of personal information to be disclosed

1. Company name

MEDICALBIT FOUNDATION OÜ

Address: s Harju maakond, Tallinn, Kesklinna linnaosa, Narva mnt 5, 10117

2. Personal Information Protection Manager

Hiroyuki Yamaguchi

HP: <https://www.medicalbit.ee>

3. Purposes of using personal information

1. Customer information: Making the contacts and inquiries concerning business.

2. Recruitment application information: Making contacts concerning recruitment and interviews.
3. Request for documents and request for information: Making contacts related to sending documents, etc.
4. Complaints and requests for information: Responding to complaints, requests for consultation, inquiries and requests for disclosure, etc.
5. Employee information: Payment processing, welfare programs, various notifications to public agencies.
6. invitation of our service
7. For our development and research
8. To confirm if you are eligible to get our campaign
9. In addition, for the purpose associated with the use purpose mentioned above.
10. In case of emergency.

4. Providing personal information to a third party

No disclosure nor provision will be made to a third party, except in the following cases:

1. When we have received the consent of the person himself / herself.
2. When it is necessary to disclose to the Group Company of our company with whom we have concluded a confidentiality agreement on the personal information within the range necessary for achieving the purpose of use agreed upon by the person himself / herself.
3. When the handing over of business has taken place due to a merger, spin-off, business transfer or other reasons.
4. When the requests are made, based on laws and regulations.

5. Where to submit the complaints concerning the handling of personal information

The information counter for complaints and consultations :

Harju maakond, Tallinn, Kesklinna linnaosa, Narva mnt 5, 10117

HP: <https://www.medicalbit.ee>

6. Currently, we do not have the name of the authorized personal information protection organization nor the contact information for submitting your requests for solving your complaints.

7. Methods to request for disclosure

Regarding the requests for the disclosure of personal information etc.(notification of utilization purpose, disclosure, correction, addition and deletion of contents, suspension of use, suspension of deletion and provision to a third party, please contact the information counter for complaints and consultation of Item 5. We will explain the request procedures and the fee.

Representative Director of MEDICALBIT FOUNDATION OÜ:

Hiroyuki Yamaguchi

Date of enactment: June 15, 2018

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