Privacy Policy of the Construction Career Up System

Construction Industry Promotion Fund

The Construction Industry Promotion Fund (the “Fund”) established this Privacy Policy to ensure the appropriate handling of personal data on the Construction Career Up System operated by the Foundation in accordance with Act on the Protection of Personal Information (Act No. 57 of 2003) (the “Personal Information Protection Act”).

1. Name of operator

Construction Industry Promotion Fund

2. Compliance with relevant laws, regulations, guidelines, etc.

The Foundation shall comply with the Personal Information Protection Act, other laws and regulations, the Guidelines for the Act on the Protection of Personal Information, this Policy, and other Foundation rules and shall handle personal data appropriately.

3. Purposes of Use

The Foundation shall use personal information within the scope set forth in “1. Purposes of Use” of the attached “Handling of Personal Information on the Construction Career Up System.”

4. Joint Use

The Foundation shall engage in the joint use of personal information with the joint users set forth in “2. Joint Use of Personal Information” of the attached “Handling of Personal Information on the Construction Career Up System” to the extent necessary to achieve the Purposes of Use specified above.

5. Provision of Personal Information to Third Parties

The Foundation provides personal information to third parties in accordance with “3. Provision of Personal Information to Third Parties” of the attached “Handling of Personal Information on the Construction Career Up System.”

6. Matters Relating to Security Control Measures

The Foundation shall take necessary and appropriate security control measures for the management of personal data including measures to prevent leaks, loss, and damage. The Foundation shall also perform necessary and appropriate supervision of employees and service providers (including sub-contractors, etc.) who handle personal data.

7. Disclosure, Correction, etc. of Information

If an individual requests disclosure, correction, etc. of information relating to themself, the Foundation shall, after confirming that the requester is the individual in question, disclose, correct, etc. that information, unless there are special reasons not to do so.

Contact information for inquiries concerning this Privacy Policy

Construction Career Up System Inquiry Form

Construction Industry Promotion Fund https://www.ccus.jp/contact#ContactAddForm

Attachment

Handling of Personal Information on the Construction Career Up System

1. Purposes of Use

In operating the Construction Career Up System (the "System") by the Construction Industry Promotion Fund (the "Foundation"), the purposes of use ("Purposes of Use") of acquired personal information of System applicants and Registered Users (here and hereafter, individuals and corporate entities that have registered for the purpose of using the System) shall be as set forth below.

(1) For skilled workers, their employers, prime contractors, and other business operators to cooperate in registering, accumulating, and updating Skilled Worker Basic Information (here and hereafter, meaning the personal information listed in Table 1) and Skilled Worker Employment History Information (here and hereafter, meaning the personal information listed in Table 2) on the System in the manner set forth below so that skilled workers receive appropriate evaluations according to their skills and experience, leading to improved treatment.

(1)-1. Skilled workers (or the affiliated business, business association, etc. entrusted by the skilled worker) registering and updating Skilled Worker Basic Information on the System.

(1)-2. Skilled workers' affiliated businesses, prime contractors, or other business operators or skilled workers registering, accumulating, and updating Skilled Worker Employment History Information on the System.

(1)-3. Skilled workers' affiliated businesses, prime contractors, or other business operators registering and updating Business Operator Information (here and hereafter, meaning the personal information listed in Table 3) and Site and Contract Information (here and hereafter, meaning the personal information listed in Table 4), which constitute Skilled Worker Employment History Information, on the System.

(1)-4. Registering, accumulating, and updating Skilled Worker Employment History Information, Skilled Worker Basic Information, Business Operator Information, and Site and Contract Information on the System in cooperation (through joint use) with private entry and exit management systems, safety management systems, and so on certified by the Foundation.

(2) For Registered Users to appropriately understand and evaluate skilled workers and their affiliated business operators by using the Skilled Worker Basic Information, Skilled Worker Employment History Information, Business Operator Information, and Site and Contract Information registered and accumulated pursuant to (1). Also, to enhance the stability of skilled worker employment and their treatment in cooperation with mechanisms that will be developed in the future for evaluating skilled workers' skills and evaluating construction business operators' construction capabilities.

(2)-1. Sharing (joint use) Skilled Worker Basic Information, Skilled Worker Employment History Information, Business Operator Information, and Site and Contract Information among Registered Users; provided, however, that this excludes, with respect to businesses other than a skilled worker's affiliated business, any content of Skilled Worker Basic Information or Skilled Worker Employment History Information

concerning which the skilled worker or their affiliated business has not consented to sharing.

(2)-2. Among the Skilled Worker Basic Information or Skilled Worker Employment History Information, provision to the extent necessary of those items concerning which a skilled worker has consented to the operating body of the mechanisms for evaluating skilled workers' skills and evaluating construction business operators' construction capabilities.

(3) For the use of Skilled Worker Basic Information, Skilled Worker Employment History Information, Business Operator Information, and Site and Contract Information registered and accumulated pursuant to (1) so that prime contractors and higher-tier subcontractors can more accurately and efficiently ensure the safety and health of construction sites, confirm enrollment in social insurance, and appropriately issue construction industry retirement allowance mutual aid stamps at sites where skilled workers enter or work, thereby leading to proper site management, greater operational efficiency, and improved construction quality.

(3)-1. Sharing (joint use) Skilled Worker Basic Information, Skilled Worker Employment History Information, Business Operator Information, and Site and Contract Information among site's prime contractor, higher-tier subcontractors and skilled workers' affiliated business to the extent necessary.

(3)-2. Regarding Skilled Worker Basic Information, Skilled Worker Employment History Information, Business Operator Information, and Site and Contract Information, collaboration (joint use) between the System and private entry-exit management systems, safety management systems, and so on certified by the Foundation.

(4) For registration procedures, communication, identity verification, identification of business operators, and other purposes necessary to ensure the appropriate and effective operation of the System.

(5) For promotion of the System, public relations activities directed at related parties, and surveys necessary for improving the System.

(6) For investigating and analyzing issues and the like in the construction industry.

2. Joint Use of Personal Information

The Foundation engages in the joint use of the personal information of Registered Users as set forth below.

(1) Purposes

The same Purposes of Use set forth under (1) to (3) above.

(2) Items of personal data subject to joint use

(1) Skilled Worker Basic Information

(2) Skilled Worker Employment History Information

(3) Business Operator Information

(4) Site and Contract Information

However, with respect to purpose of use (2)-1, for business operators other than a skilled worker's affiliated business operator, any content of Skilled Worker Basic Information or Skilled Worker Employment History Information which the skilled worker or their affiliated business has not consented to sharing is excluded.

(3) Scope of joint users and their Purposes of Use

(1) For the purpose of conducting construction work operations, user business operators and operators of private entry-exit management systems, safety management systems, and so on (limited to systems certified by the Fund as satisfying the conditions for linking with the System) that have or are intended to have all or part of Skilled Worker Basic Information or Skilled Worker Employment History Information concerning a skilled worker who is or intends to be engaged in the relevant construction work (Purposes of Use (1)-4 and (3)-2)

(2) Registered Users of the System (Purposes of Use (2)-1 and (3)-1); however, with respect to purpose of use (3)-1, limited to the prime contractor, higher-tier subcontractors, and the skilled worker's affiliated business operator for the work site where the skilled worker enters or has entered

(4) Persons with responsibility for managing the relevant personal data

(1) Construction Career Up System: Responsible general manager

(2) Private system certified by the Foundation: * Separately input the name of the certified system

3 Provision of Personal Information to Third Parties

Except in any of the following cases, the Foundation does not provide the personal information of Registered Users to third parties.

(1) When prior consent is obtained from the Registered User;

(2) When provision is required pursuant to laws and regulations;

(3) When provision is necessary for the protection of life, person, or property and obtaining the consent of the Registered User would be difficult;

(4) When provision is necessary to enhance public hygiene or to promote the healthy development of youth and obtaining the consent of the Registered User would be difficult;

(5) When cooperation with the national government, local public bodies, or similar bodies is necessary for carrying out duties prescribed by laws and regulations and obtaining the consent of the Registered User would impede the performance of those duties;

(6) When an academic research institution or similar body needs to handle the information for academic research purposes (excluding cases where there is a risk of improperly

infringing on the rights and interests of the individual);

(7) When outsourcing the implementation of services to the extent necessary to achieve the Purposes of Use; and

(8) When providing information to those persons within the scope of joint users specified in 2. Joint Use of Personal Information.

Subject Personal Data

Table 1. Skilled Worker Basic Information	
1.	Name
2.	Other name used
3.	Sex
4.	Date of birth
5.	ID photo
6.	Blood type
7.	Address
8.	Telephone number
9.	Emergency contact
10.	Fax number
11.	Email address
12.	Name of affiliated business operator
13.	Date of employment
14.	Social insurance enrollment status (health insurance, pension insurance, employment insurance, and special enrollment in workers' accident compensation insurance)
15.	Retirement allowance mutual aid enrollment status (Construction Industry Retirement Allowance Mutual Aid, Small- and Medium-Sized Enterprises' Retirement Allowance Mutual Aid)
16.	Qualifications, training history, commendations, etc.
17.	Health checkup status (date and type of checkup)
18.	Job category
19.	Years of experience, work history, etc.
20.	Educational background required to become a chief engineer
21.	Rank according to skills, qualifications, etc.
22.	System or service IDs for each company
23.	Nationality and residency status, etc.

Table 2. Skilled Worker Employment History Information	
1.	Skilled worker name
2.	Name of affiliated business operator
3.	Nth-tier contractor (hierarchical status at worksite)
4.	Prime contractor
5.	Worksite
6.	Position (foreman or other on-site role)
7.	Details of work (job type, details of on-site work, etc.)
8.	Whether engaged in hazardous work

9.	Information on other related parties
10.	Site entry date
11.	Site entry date and time
12.	Site exit date and time
13.	Registration type (whether registered using the system or direct input)
14.	Registration system/direct entry registrant
15.	Registration date and time
16.	Update date and time
17.	Number of cards issued
18.	Other remarks space (voluntary information)
19.	Employer confirmation date and time
20.	Employer remarks space
21.	Prime contractor confirmation date and time
22.	Prime contractor remarks space

Table 3. Business Operator Information	
1.	Trade name or name (business operator name, branch name)
2.	Representative name
3.	Person in charge/contact
4.	Address
5.	Capital
6.	Construction business license (whether a license is held, license number, license expiration date, license type)
7.	Value of completed construction projects (net sales)
8.	Social insurance enrollment status (health insurance, pension insurance, employment insurance)
9.	Retirement allowance mutual aid enrollment status (Construction Industry Retirement Allowance Mutual Aid, Small and Medium Business Enterprise Retirement Allowance Mutual Aid)
10.	Workers' accident compensation insurance special enrollment
11.	Digital certificate types and numbers
12.	Main business partners
13.	Corporate number
14.	Standard corporate code (CI-NET)
15.	System or service IDs for each company
16.	Commendations (excellent professional contractor awards)
17.	Affiliations
18.	Account information

Table 4. Site/Contract Information	
1.	Site name
2.	Address of construction site
3.	Telephone number
4.	Person in charge/contact (person in charge, contact person, email address)
5.	Project name
6.	Ordering party
7.	Joint venture contractor name
8.	Subcontractor name (company name, sales office, business office, branch, job title, name of contracting party)
9.	Contract amount
10.	Construction period (contracted construction start date, contracted construction completion date, actual construction start date, actual construction completion date)
11.	Project details (in the case of a building: purpose, building type, structure, building area, total floor area, number of floors)
12.	Whether hazardous materials will be handled
13.	Construction organizational structure (hierarchical information from level I)
14.	Viewing and editing permission settings information