

Information on publications under the Act on the Protection of Personal Information (English Translation ver.)

Toyota Tsusho Metals Japan Ltd.

Toyota Tsusho Metals Japan Ltd. (hereafter referred to as "the Company") is pleased to announce the following information to its customers in accordance with the provisions of the Act on the Protection of Personal Information. (All terms are as used in the Company's Privacy Policy.)

I . Name and Address of the business operator handling the personal data and the name of its representative

As described below.

<https://toyota-tsusho-metals-japan.com/aboutus/index.html>

II.Purpose of use of personal information handled by the Company

The personal information of customers shall be used for the following purposes relating to the business of the Company holding the customer's personal information as specified below.

1. To conduct all communications relating to business
2. To execute all contractual obligations, such as the provision of products and services
3. To provide information about or provide any products and services handled by the Company
4. To provide information about any seminars, exhibitions etc. conducted by the Company
5. To conduct any type of survey, such as questionnaires etc.
6. To respond to any inquiry or request etc. from the customer
7. Additionally, to fulfil any individual purpose for which the use has been separately notified

Business of the Company holding the customer's personal information

1. Business of conducting transactions on commodity markets, foreign commodity markets and over-the-counter derivatives transactions as defined in the Commodity Futures Trading Act, as well as commissioning transactions on commodity markets, foreign commodity markets and over-the-counter derivatives transactions, and acting as an agency, intermediary or agent for such transactions.
2. Financial instruments trading business and financial instruments intermediary business as defined in the Financial Instruments and Exchange Act.
3. International financial instruments exchanges and financial instruments trading operations and financial instruments intermediary services.
4. Information and consultancy services relating to listed commodities, securities, currencies and OTC commodity derivatives trading on domestic and overseas commodity exchanges and their operations.
5. Buying, selling, importing, exporting, wholesaling, brokering and representing the following goods
 - ①Precious metals, ingots, non-ferrous metals, rare earth oxides, ores, minerals, chemicals and various raw materials.
 - ②General commodities, petroleum products and various industrial products
6. Sale, purchase, rental, leasing and brokerage of movable property
7. Holding and management of various securities, guarantee of debts and purchase of receivables, foreign exchange transactions and financial services.
8. All operations incidental and related to the preceding items.
9. Affairs relating to our shares and shareholders or creditors, etc.
10. Recruitment and selection of our employees (including temporary and part-time workers).
11. Work incidental and related to the preceding items.

III. Shared use with our affiliates

We share your personal data as follows.

1. Items of personal data to be shared

Customer's company name, belonging, name, position, address, phone number, e-mail, company website address, fax number and other contact information on business card etc.

2. Scope of shared users

Toyota Tsusho Metals Ltd., our shareholder, Toyota Tsusho Corporation and Toyota Tsusho Corporation group companies (companies listed and updated from time to time as 'principal consolidated subsidiaries and associated companies' on the Toyota Tsusho Corporation's website.)

3. Purposes of use by shared users

Same as the purpose of use that we have notified or announced.

4. Users responsible for the management of personal data to be shared

<https://toyota-tsusho-metals-japan.com/aboutus/index.html>

IV. Inquiries

Please contact the following office for the procedures for requesting the disclosure of retained personal data, etc., or the cessation of provision to third parties, or for any enquiries or complaints about our handling of personal data or safety management measures.

Administration Department,

Toyota Tsusho Metals Japan Ltd.

Symphony Toyota Bldg., 4-11-27, Meieki, Nakamura-ku, Nagoya, 450-0002, Japan

Tel: +81 (0)50 5370 4887

Reception hours: 9am to 6pm JST (except Saturdays, Sundays and public holidays)

V. Matters relating to security control measures

1. Security control measures within our company

We have established and maintained a basic policy and internal regulations on the handling of personal information, and takes necessary and appropriate measures to ensure the same management of personal information, such as appointing a person responsible for the handling of personal information, providing regular employee training, implementing measures to prevent theft and loss of equipment that handles personal information and access control.

2. Supervision of employees etc.

When we allow our employees to handle personal information, we ensure that they are obliged to maintain the confidentiality of such information and carry out necessary and appropriate supervision, such as regular inspections of the handling situation, in order to ensure the safe management of such personal information. If we outsource all or part of the handling of personal information, we carry out necessary and appropriate supervision, such as conducting regular audits in accordance with the contract with the outsourced company, to ensure that the outsourced personal information is managed safely.

3. Understanding the external environment

When handling personal data in foreign countries, we regularly collect information on the personal data protection systems of the countries concerned and implement security control measures.

Established 1st April 2013

Updated 1st April 2022

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