

## **Agreement on handling of personal information**

(Handling of personal information based on the Hiring Privacy Policy, the General Data Protection Regulation, and the UK General Data Protection Regulation)

### **1. Agreement with the Hiring Privacy Policy (all applicants)**

National Research and Development Agency RIKEN (below, "RIKEN") obtains and utilizes personal information in its work to recruit and hire employees (regardless of the employees' work content or form of contract; the same applies below). The handling of personal information is stipulated in the "Hiring Privacy Policy" linked below.

Hiring Privacy Policy (URL): [https://www.riken.jp/en/hiring\\_privacy/index.html](https://www.riken.jp/en/hiring_privacy/index.html)

Should you pass the selection process and become affiliated with RIKEN, handling of personal information once you join RIKEN is as stipulated in the "Privacy Policy" linked below.

Privacy Policy (URL): <https://www.riken.jp/en/privacy/index.html>

I have confirmed the Hiring Privacy Policy and the Privacy Policy linked above and agree with their contents. (This item is required for all applicants.)

### **2. Consent form for handling personal information** based on Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and the United Kingdom General Data Protection Regulation. **(For applicants residing in EEA member states or the UK only)**

RIKEN is required to obtain personal information for the purposes listed below. For the protection of personal information, RIKEN shall handle such personal information obtained directly from applicants located in EEA member states or the UK in accordance with the following laws and regulations.

- Laws and regulations concerning the protection of personal information
- General Data Protection Regulation (GDPR)
- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (dated April 27, 2016) (UK General Data Protection Regulation)

If you agree to this treatment, please sign and submit the form after you finish reading.

Note that, based on the following provisions, the handling and cross-border transfer of personal data shall be deemed lawful regardless of whether consent is given in this consent form.

-Lawfulness of processing under GDPR Article 6(1)(b) and the UK General Data Protection Regulation Article 6(1)(b)

-Lawfulness of cross-border transfers under GDPR Article 49(1)(b) and the UK General Data Protection Regulation Article 49(1)(b)

#### 1. Purpose and Use of Collected Data

The personal data collected by RIKEN will be used on the basis of RIKEN's legitimate benefit in the conduct of its business, your consent, and legal obligation to the extent necessary to achieve the purposes of utilization listed in the Hiring Privacy Policy and the Privacy Policy.

#### 2. Storage and Management of Personal Data

The collected personal data will be transferred and stored on a server in Japan, where the personal data of registered individuals will be managed in an appropriate manner based on RIKEN's Personal Information Protection Regulations (2005, Reg. No. 6). In addition, RIKEN will not transfer the collected personal data outside of EEA member states or the United Kingdom. Japan has obtained the adequacy decision by the European Commission as of January 23, 2019; however, the adequacy decision does not apply to administrative organizations and independent administrative institutions, including RIKEN. Therefore, accepting this agreement means you consent to the transfer to and use of your personal data by RIKEN, which has not been judged by the European Commission or the UK Data Protection Authority as to the adequacy of its level of data protection, without the safeguards required by the regulations.

#### 3. Sources of Personal Data

RIKEN will collect your personal data from you and/or any organizations, etc. with which you are affiliated.

#### 4. Personal Data That Must Be Provided

The personal data that must be provided at the time of your hiring is given in the Hiring Privacy Policy. You are not obliged to provide this personal data, but if you are not able to provide it, RIKEN may not be able to hire you.

#### 5. Transfer of Personal Information to Business Operators in Third Countries

RIKEN may transfer your personal information to a third country other than the country in which you reside (“cross-border transfer”) in order to achieve the purposes of utilization listed in “1. Purpose and Use of Collected Data.” Should RIKEN conduct cross-border transfer of your personal data to a third country, it will take necessary measures to protect your personal data in accordance with the applicable laws by confirming that the adequacy decision has been granted, signing standard contractual clauses prescribed by the supervisory authority, etc. Should you desire a copy of the standard contractual clauses, etc. or want other detailed information, please contact the agent listed in “10. EU and UK Representatives” by postal mail or email.

6. Data Controller

RIKEN

2-1 Hirosawa, Wako

Saitama 351-0198

Japan

Human Resources Group

[jinji-gdpr@ml.riken.jp](mailto:jinji-gdpr@ml.riken.jp)

7. Retention of Personal Data

RIKEN will not retain personal data beyond the period necessary for achieving its purpose of utilization described above.

8. Filing a Complaint with the Supervisory Authority

You may file a complaint with the supervisory authority of an EEA member state or the United Kingdom if there are complaints regarding RIKEN’s handling of your personal data. However, it would be highly appreciated if we could be notified in advance to seek a solution prior to your contacting the supervisory authority. Please first contact the agent listed in “10. EU and UK Representatives.”

9. Rights Regarding the Disclosure, Correction, Addition, and Deletion of Personal Data

You have the following rights regarding your personal data. If you wish to exercise any of these rights, please first contact the agent listed “10. EU and UK Representatives.”

(1) The right to seek access to your personal data (including copies of it)

(2) The right to request corrections to your personal data

(3) The right to request deletion of your personal data (right to be forgotten)

- (4) The right to restrict the handling of your personal data (right to suspend processing)
- (5) The right to receive your personal data in a structured and machine-readable format (right to data portability)
- (6) The right to not undergo automated processing including profiling

10. EU and UK Representatives

EU Representative

RIKEN Europe Office

Email: [director\\_europe@ml.riken.jp](mailto:director_europe@ml.riken.jp)

Address: Residence Palace, Rue de la Loi 155, Box 55 1040 Brussels, BELGIUM

UK Representative

TMI Associate London LLP

Email: [riken-tmi-gdpr@tmi.gr.jp](mailto:riken-tmi-gdpr@tmi.gr.jp)

Address: CityPoint One Ropemaker Street London EC2Y 9SS, United Kingdom

If you agree to all statements above regarding the use and transfer of personal data, please place a check mark in the box below and sign your name. You have the right to request withdrawal from this agreement at any time by sending an email to the address listed in 3. Data Controller. Withdrawal from the agreement will not affect the legality of the data processing and transferring prior to the withdrawal.

- I agree to all statements above regarding the use and transfer of personal data. (This item is required only for applicants who reside in EEA member states or the United Kingdom.)

**3. Signature (all applicants)**

Name (signature): \_\_\_\_\_

Country of residence: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_