



TOYODA's Privacy Policy

We, TOYODA Machinery S.E. Asia Co.,Ltd. The subsidiaries of JTEKT CORPORATION, recognize the importance of proper handling and protection of personal information which has been obtained in the normal course of business operations and can be used to identify individual customers or business partners.

The personal information we process includes information of the residents in European Economic Area (EEA). To be compliant with GDPR (General Data Protection Regulation, an EU Regulation 2016/679), we established the following JTEKT Group Global Privacy Policy, applicable to such processing and the transfer of personal information from EEA.

1. Information we may collect from you

We may collect the following personal information (this may vary according to your relationship with us):

- Name and surname, Job title, E-mail address, Telephone number, Company name, Postal address, Date of birth, Gender, Face photo, IP address, Cookie.

2. How we use your personal information

Under the GDPR, we must always have a lawful basis for processing personal information. This may be because the personal information is necessary for our performance of a contract with you, because you have consented to such processing of your personal information, because it is in our legitimate business interests, or because we have to comply with a legal obligation. Your personal information may be used for one of the following purposes:

- To send direct mails about our products and services
- To respond to inquiry regarding our products and services
- To send direct mails about our events such as new product exhibitions
- To perform contracts with customers, subcontractors, vendors and suppliers
- To conduct researches and development for new products and services
- To hold campaigns and events for sales promotion
- To recruit/manage employees

3. How long your personal information will be kept by us

We will not keep your personal information for any purpose for longer than is necessary to fulfil the purpose we first collect it for.

To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorized use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

After such retention period, we will delete or anonymize your personal information so that you cannot be individually identified. We will assure to make it happen. You reserve the right to ask us for when and how it has been done.

4. How and where we store or transfer your personal information

As TOYODA Machinery S.E. Asia Co., Ltd. is an international company under JTEKT Group and we operate in various countries, we may store or transfer some or all of your personal information in countries that are not part of EEA.

Such countries may offer a different level of protection of personal information. If we transfer your personal information to external companies in other jurisdictions, we will make sure to protect your personal information by applying the level of protection required under applicable data privacy laws.

We use specific contracts that are approved by the European Commission for the transfer of personal information from EEA to third countries. These contracts ensure the same levels of personal information protection that would apply under the GDPR.

5. Your rights

Under the GDPR, you have the following rights, which we will always work to uphold:

a) **The right to be informed**

You have the right to be informed about our collection and use of your personal information. This policy should tell you everything you need to know, but you can always contact us to find out more.

b) **The right to access your information**

You have the right to access your personal information we hold.

c) **The right to correct your information**

You have the right to have your personal information rectified if any of your personal information held by us is inaccurate or incomplete.

d) **The right to be forgotten**

You have the right to delete or otherwise dispose of any of your personal information that we have.

e) **The right to restrict processing**

You have the right to block or prevent the processing of your personal information.

f) **The right to object**

You have the right to ask us not to use your personal information for a particular purpose.

g) **The right to withdraw consent**

You have the right to withdraw your consent at any time if we are relying on your consent as the legal basis for using your personal information.

h) **The right to data portability**

You have the right to have your information transferred to another person if you want to move or transfer your personal information to a different service provider or copy your information for your own purposes.

i) Rights relating to automated decision-making and profiling

We do not use your personal information in this way.

For more information about our use of your personal information or exercising your rights as outlined above, please contact us.

If you have any cause for complaint about our use of your personal information, you have the right to lodge a complaint with the local data protection authority (DPA).

6. Sharing your personal information

The recipients of your personal information are limited exclusively to the people who need to know such information to perform their responsibilities within TOYODA Machinery S.E. Asia Co., Ltd. under JTEKT Group. In addition, we may share your personal information for business purposes with customers, subcontractors, vendors and suppliers.

In some limited circumstances, we may be legally required to share certain personal information, which might include yours, if we are involved in legal proceedings or complying with legal obligations, orders or instructions of a court or a government authority.

7. Applicable policy

This policy applies to TOYODA Machinery S.E. Asia Co., Ltd. under JTEKT Group, which deal with personal information of residents in ASEAN and EEA. Some JTEKT Group companies established their own privacy policy according to the applicable laws of their jurisdiction.

8. How to contact us

If you have any questions and concerns about this policy, you can contact us at:

TOYODA Machinery S.E. Asia Co., Ltd. Data Protection Office

Email: info@toyoda-tmsea.com

9. Changes to this policy

We may change this policy from time to time. Any changes will be immediately posted on this page.

TOYODA Machinery S.E. Asia Co.,Ltd.

www.toyoda-tmsea.com