

Handling of Personal Information (Basic Policy)

Tokyo Metropolitan Television Broadcasting Corp. (hereinafter, “we,” “us” or the “Company”) complies with the applicable laws and regulations in connection with the protection of personal information and handles personal information as described below in accordance with the Personal Information Protection Policy and the Personal Information Protection Rules established by us.

1. Acquisition of personal information

- When we obtain any person’s personal information, we clearly express the purpose of use by notifying the person in an announcement in television programs, in writing, or by facsimile, email or any other means, or by posting the purpose of use on the Company’s website (<http://s.mxtv.jp>).
- We obtain personal information within the scope appropriate for the purpose of use.
- We obtain personal information in a proper manner in accordance with the applicable laws and regulations.

2. Use of personal information

- We will not use personal information for any purpose other than the purpose of use expressly stated by us.
- When we use any person’s personal information for any purpose other than that expressly stated by us, we obtain the consent of the person in writing, or by fax, email or any other means in accordance with the provisions of the laws and regulations.
- We provide any third party other than the Company with personal information only after confirming that such third party warrants it protects personal information with care no less than the same degree of care as we use to protect personal information.
- We may send an email notifying programs and events to the email address registered with the website.

3. Management of personal information

- The Manager of the General Affairs Department is responsible for protecting personal information as a person in charge of the management of personal information.
- The manager of each department is responsible for the management of personal information and supervises to ensure that the personal information is treated in a proper way in the department.
- We have our employees treat personal information in a proper way in compliance with the Personal Information Protection Rules.
- We provide our employees with training on the protection of personal information and encourage them to act keeping in mind that personal information should be protected at all times.
- When we provide any third party other than the Company with personal information, we obtain the consent of the relevant person in writing, or by fax, email or any other means.
- We maintain personal information accurately and most updated only within the scope necessary

for the purpose of use.

- We set a minimum period necessary for retaining personal information and post the period on the Company's website.
- We shred, dissolve, crush, or otherwise delete the personal information which has elapsed the retention period in a way which is impossible to restore to the original state.
- We contract out the handling of personal information to a contractor only after confirming that the contractor, by executing a confidential agreement with us, assumes obligations to protect personal information with care no less than the same degree of care as we use to protect personal information.
- When we contract out the handling of personal information, we provide the contractor with training and education on the protection of personal information, and are responsible for supervising the contractor to ensure that the personal information is treated in a proper way.

4. Inquiries about personal information retained by us

○ When a person or his/her representative makes a request for disclosure of his/her own personal information retained by us or any other request (including requests for notification of the purpose of use, disclosure of the retained information, correction, addition, removal, suspension of its use, or deletion), we will take the following procedures. Such request and our reply shall be in principle made in writing (including by mail and fax).

<1> Fill in the necessary matters on the relevant request form which can be downloaded from our website.

<2> Prepare documents for identity verification (note).

<When requested by mail or fax,> copies of two official certificates which specify the person's name and address (by selecting from among a driver's license, insurance identification certificate, basic resident register card, passport, alien registration certificate or pension booklet) are required to be submitted.

<When requested by visiting our office,> copy of an official certificate with photo for identity verification (by selecting from among a driver's license, basic resident register card with photo or passport) is required to be submitted. Note: If the representative of the person makes the above request, the representative is also required to submit the document for identity verification. In addition to the documents required in <1> or <2> above, the representative is required to prepare the document proving the legal representative relationship with a person if the person is a minor or an adult ward, or the signed power of attorney of the person. The copy used for confirming identity verification will be destroyed if it becomes unnecessary.

<3> Send by mail (or submit) a "request form in which necessary matters are filled as mentioned in <1>", "documents for identity verification as required in <2>" and <82-yen stamp for return> to the contact below:

<Address>

Person in charge of personal information at the General Affairs Department
Tokyo Metropolitan Television Broadcasting Corp.
1-12, Kojimachi, Chiyoda-ku, Tokyo 102-8002 Japan

When requested by visiting our office directly, please come on the date and time filled in the request form submitted to us.

The window is open from 10:00 AM to 11:00 AM and from 1:00 PM to 5:00 PM on weekdays.

<4> If a request for notification of the purpose of use or disclosure of the retained information, the fee of 500 yen is charged per request (or 300 yen in case of a visit). In case of a visit, the fees will be paid in cash, and by mail, the fees will be paid with stamps equivalent to the fee. Any costs required for procedures other than those mentioned above will be additionally charged. Please note that no fee is required for a request for correction, addition, removal, suspension of use or deletion of the information.

<5> After we receive a request for personal information and the person in charge of the relevant personal information confirms the content of the request, we will give a reply to the address specified in the request form within 10 days after the receipt. If we are not able to respond to the request, reasons for the refusal will be given.

○ Any opinion or complaint regarding the handling of personal information will be sent to the person in charge by notifying the address and name.

<Address>

Person in charge of personal information at the General Affairs Department,
Tokyo Metropolitan Television Broadcasting Corp.
1-12, Kojimachi, Chiyoda-ku, Tokyo 102-8002 Japan

<E-mail>

privacy-info@mxtv.co.jp

<FAX number>

03-5213-1890

<Telephone number>

03-5276-0009 (main number)

* Guide on the inquiry method (the General Affairs Department)

○ Any leakage, loss or damage of personal information will be promptly investigated and appropriate measures will be taken.