

Site policy

This website is founded on the AP & TS Ltd. of "Contributing to Society through work of Value, thereby Fostering People and Advancing the Company" and is operated as a means of providing AP & TS Ltd. information and communication under the following Terms of Service. All users of the Site are considered to agree with the Site policy upon access and use of the Site.

The Site policy may be subject to change without notification. When changes are made to the Site policy, an announcement will be made on the Site. Users accessing the Site after changes are presented will be considered to be in agreement with the new Terms of Service.

- (1) Copyright to all the information posted to the Site belongs to AP & TS Ltd., the original author or other entitled persons. No part of this website or any of its contents may be reproduced, copied, modified, adapted or distributed without the express consent of The Company. In addition, any use, download, copying or distribution of the company logo in any way or form is expressly forbidden.
- (2) We are strongly committed to the security of the Site but cannot guarantee that all possibility of content errors, falsification or modification of content by a third party beyond our control is removed. In addition, all posted information is valid only at the moment of posting and with the passage of time posted information and the actual situation may differ. The Company will not be responsible for any loss occurring from the use of the Site or information contained within this Site.
- (3) Links from sites containing the following contents are prohibited.
 - Links that have contents that violate laws or public decency or may possibly do so. Links that have contents that violate laws or public decency or may possibly do so.
 - Links using framing functions that obscure the origin of the contents of the Site and links that infringe The Company copyrights.
 - Links from websites that defame The Company or The Company services or incite a loss of trust.
 - Links for commercial purposes (Links added for the purpose of gaining profit) .

The Company disclaims any responsibility or liability for any damages from any third party for any reason whatsoever arising out of information linked to this Site.

When linking to this site you must ensure that no damage is caused to The Company through claims or complaints from any third party. If The Company requests the removal of a link to this Site that link must be removed immediately whatever the reason may be.

The Company bears no responsibility for third party sites linked to this Site or for the contents thereof.

Handling of personal information

AP & TS Ltd. respects personal information and is aware of the need to store and manage it in an appropriate manner. Personal information is protected in line with the following policy;

- (1) Personal information will be acquired in an appropriate manner.
- (2) All personal information provided by a person will be handled within the scope of the purpose of use identified to the person.
- (3) No personal information will be provided to third parties by The Company except in the following cases;
 - the consent of the person is obtained
 - the provision of information is based on laws
- (4) The integrity of personal information is maintained and securely managed.
- (5) The Company shall comply with all laws and regulations governing the handling of personal information. The Company maintains an internal personal information protection system which is reviewed and updated as required.

Handling of personal recruitment information**Information handling policy**

For the purpose of appropriate protection of personal information received during the recruitment process, in addition to adhering to all laws and regulations governing the protection of information, AP & TS Ltd. maintains an internal personal information protection system which is continuously updated.

Definition of personal information

Personal information is defined as information directly relating to an individual that allows them to be identified such as name, birthdate, address, phone number and e-mail address etc. (includes any information on which identification may not be made on the basis of that information alone but by matching it with other information an individual may be identified).

Collection of personal information and purpose of use

- (1) AP & TS Ltd. will only use personal information acquired for the following purposes. Information will only be collected directly from an individual or with the consent of the individual using legal and fair methods.
 - For notification of or registration
 - For notification of company information
 - For recruitment notification
 - For registering interest
 - For employment selection
 - For confirming skills and experience to determine competence for a position
 - For office processing such as contact details for employment selection
 - For notification of ceremonies for prospective employees. For workforce management after employment
- (2) When AP & TS Ltd. is utilizing personal information for the purposes of recruitment and the person concerned supplies notification that the application is withdrawn, the use of personal information will also cease from that point.

Management of personal information

AP & TS Ltd. will manage personal information under a fully-equipped internal management system operated by thoroughly trained staff to ensure that personal information collected is not lost, destroyed, falsified, leaked or accessed illegally.

Provision of personal information to a third party

AP & TS Ltd. will not provide personal information to third parties other than to recruitment outsourcers without prior consent of the individual concerned unless required to by law.

Outsource management

AP & TS Ltd. will ensure that any outsourcers employed for recruitment activities such as processing personal information, forwarding documents or emails to applicants or carrying out questionnaires are fully aware and compliant with The Company policies.