

# Bank of India Japan Branches

## Basic Policy concerning Appropriate Handling of Specific Personal Information etc.

We, Bank of India Japan Branches, hereby set forth the basic policy for handling of specific personal information and individual numbers (hereinafter called as “specific personal information etc.”) on the basis of the Act on the Use of Numbers to identify a Specific Individual in the Administrative Procedure (hereinafter called as “ID Number Act”) for securing appropriate handling of the same as an organization.

1. Name of Business

Bank of India

2. Compliance with the relevant laws, regulations and guidelines

We shall comply with the following laws, etc. and handle specific personal information appropriately.

- ID Number Act
- Act on the Protection of Personal Information
- Guidelines on Appropriate Handling of Specific Personal Information (for Business)
- Guidelines on Appropriate Handling of Specific Personal Information in the Financial Industry
- Other relevant laws, regulations and guidelines.

3. Security Measures

We shall make rules concerning handling of specific personal information separately and take necessary security measures for specific personal information.

4. Enquiry Desk

You may contact the under-mentioned for enquiry and complaints on handling of specific personal information at the Bank.

Tokyo Branch

1<sup>st</sup> Floor Marunouchi-Nakadori Bldg. 2-2-3 Marunouchi, Chiyoda-ku, Tokyo  
Phone: 03-3212-0911

Osaka Branch

4<sup>th</sup> Floor Oak Sakaisuji-homachi Bldg. 1-8-12 Honmachi, Chuo-ku, Osaka  
Phone: 06-6261-4035

Reception Hours: 9:00 am – 5:00 pm

(Excluding weekends, national holidays and year-end/new year bank holidays)

5. Application

This basic policy shall be applied to specific personal information out of personal information prior to the Rules on Personal Data Protection, the Operational Procedure for Personal Data Protection and other internal rules. In case the provisions in this basic policy conflict with those of other internal rules this basic policy shall be applied prior to other internal rules.