

## Privacy Policy

The Tokyo Securities Industry Health Insurance Society (“Society” hereinafter) handles personal information of health examination and specific health checkup (“health examinations” hereinafter) examinees as described below. The Society’s health examinations include more examination items than those required by law. Data on health examinations are provided by contracted examining facilities to examinees, to their employers, and to the Society. Please review and consent to the following before applying for health examinations:

### **1. Purposes of use** (See the Society website [<http://www.shoken-kenpo.or.jp>] for more information.)

- ① To provide appropriate services to examinees
- ② To administer and manage health examinations appropriately
- ③ To implement specific health checkups required of health insurance societies
- ④ To handle statutory/administrative operations
- ⑤ To invoice establishments for usage fees
- ⑥ To manage the health of examinees
- ⑦ To allow joint use of examination results with employers (see reverse side of this sheet for information on joint use)

Before using the personal information of examinees for any purpose other than those listed above, the Society will explain the specific purpose to each examinee and obtain their consent. However, if deemed necessary by the Society in cases such as an emergency or when therapeutically necessary, the purpose of use may be explained to the examinee after such use.

### **2. Provision of personal information to third parties**

In general, personal information concerning examinees will not be provided to external parties before obtaining consent from the examinees. However, for the following purposes, unless the examinee explicitly indicates otherwise, personal information may be provided to third parties within the scope required to carry out ordinary operations to provide medical services:

- (A) To cooperate with other medical care institutions or facilities to jointly provide medical care
- (B) To seek out the opinions or advice of an outside physician or other professionals for providing medical care
- (C) To respond to inquiries from other medical care institutions or facilities for providing medical care
- (D) To explain the examinee’s medical condition to family members or other such parties in providing medical care to the examinee

### 3. Subcontracted operations

To provide health examinations, the Society contracts certain operations to outside parties. In such cases, the Society concludes contracts with and supervises these subcontractors to safeguard personal information. The main operations subcontracted are listed below:

Examination operations, health examination data entry operations, stratification and retention of specific health checkup data, delivery operations, retention and disposal of documents, etc.

### 4. Rights of examinees

Individual examinees are entitled to exercise the right to demand disclosure, correction, deletion, or cessation of use of their personal information managed by the Society. Please contact the helpdesk below for inquiries, complaints, and consultations.

Chairman of the Board, Tokyo Securities Industry Health Insurance Society  
3-1-2 Nihonbashi Kayabacho, Chuo-ku, Tokyo  
Chief Privacy Officer: Director-General  
Privacy Administrator: Manager, Health Management Section  
Helpdesk for inquiries, complaints, and consultations: General Affairs Section, General Affairs  
Department  
Tel. 03-3666-8431

#### Consent Form

I hereby consent to the use of my personal information in health examinations by the Tokyo Securities Industry Health Insurance Society and your facilities.

Date (YYYY/MM/DD):            /            /

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

(You must consent to the above to undergo a health examination.)

Revised April 1, 2022

**Joint use of health examination data in health examinations provided jointly  
by the Tokyo Securities Industry Health Insurance Society and member establishments**

Tokyo Securities Industry Health Insurance Society

The Society and member establishments jointly provide health examinations for insured persons (employees) and jointly use the data of these health examinations. The Society hereby notifies the following information on joint use of personal information pursuant to the provisions of the Act on the Protection of Personal Information:

**1. Joint provision of health examinations with member establishments**

The Society provides health examinations jointly with member establishments as an efficient and effective way to manage the health of insured persons (employees).

**2. Items of health examination data used jointly**

- ① Data on health examination items (Examination A, Examination B, Examination S) entrusted by the Society to contracted facilities
- ② Information on individuals eligible for specific health guidance and those eligible for the program to prevent worsening of lifestyle-related conditions based on health examination data  
(Establishments that have concluded a memorandum on promoting collaborative health activities)

**3. Scope of parties jointly using health examination data**

Staff at establishments in charge of human resources and health management and industrial physicians  
Staff of the Health Management Department in the Society's Health Activities Division and staff of the Society's directly operated clinics

**4. Purposes of use of parties jointly using health examination data**

To recommend examinations intended to prevent worsening of conditions based on Data Health Plans.  
(Visit the Society website for more information.)

Establishments retain health examination data in their sections in charge and use it to provide health consultations and health guidance in accordance with the judgments and instructions of an industrial physician. They also use health examination data to ensure workers' health and safety in the workplace and to promote the creation of comfortable workplace environments, in accordance with the objectives of the Industrial Safety and Health Law. In addition, they use health examination data together with the Society to maintain and improve the health of workers to allow them to lead a healthy everyday life, not just at the workplace.

The Society retains health examination data in computer systems operated by the Society (and retains printed data in filing cabinets) for use in health education, as well as for health consultations and health guidance by the establishments' industrial physicians and the Society's physicians, health

nurses, and senior nutritionists. It also stratifies and provides specific health guidance to those identified to have or to be at risk for metabolic syndrome based on data on specific health checkup items. Together with the staff in charge at establishments, the Society strives to maintain and improve the health of insured persons in accordance with the intent and purpose of Article 150 of the Health Insurance Act.

**5. Name (or title) of person responsible for management of health examination data**

The person responsible for management of health examination data appointed by the employer  
The Manager of the Health Management Department in the Society's Health Activities Division

**6. Methods of obtaining health examination data**

Establishments obtain health examination data in writing or as electronic data from medical care institutions selected by the establishment (including the Society's examination center and contracted facilities).

The Society obtains health examination data in writing or as electronic data from the Society's examination center as well as from contracted facilities and establishments.

**7. This notice shall be revised as appropriate according to the establishment, amendment, and abolition of laws and regulations and other changes in circumstances.**

(Revised April 1, 2018)

END