

Handling of Personal Information

The Tokyo Securities Industry Health Insurance Society ("Society" hereinafter) handles personal information of examinees undergoing health examinations and specific health checkups ("health examinations" hereinafter) as described below. The Society's health examinations include not only examination items that are required by law but other additional items. Data from health examinations is provided from contracted examination facilities to the individuals concerned as well as to their employers (excluding Voluntarily and Continuously Insured Persons and their dependents) and to the Society. In addition, the Society's complete medical checkups include not only examination items that are required by law but other additional items. The Society receives reports on the results of complete medical checkups from the facilities used, together with invoices for checkup costs. Please review and consent to the following before applying for a health examination:

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

- ① To provide appropriate services to examinees
- ② To properly administer and manage health examination activities
- ③ To properly implement specific health checkup activities required of health insurance societies
- ④ To carry out legally and administratively required operations
- ⑤ To carry out billing operations for health examination costs
- ⑥ To manage the health of examinees
- ⑦ To use the results of examination items jointly with employers (The subject of joint use is health examinations for insured persons at each establishment; see the reverse of this sheet for more information.)

The Society will explain the reasons to examinees and obtain their consent individually before using their personal information for purposes other than the above. However, as deemed necessary by the Society, such as in an emergency or for treatment reasons, an explanation will be given to the examinee at a later date, after use for purposes other than the above.

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

No personal information of examinees will be provided to outside third parties without the prior consent of the examinees in question. However, if any of the following purposes of use apply, examinees' personal information may be provided to third parties within the scope necessary for normal operations to provide medical care services, unless the examinees specifically request otherwise.

- (A) To work with other medical care institutions to provide medical care
- (B) To seek the opinions or advice of doctors and other professionals to provide medical care
- (C) To respond to inquiries from other medical care institutions to provide medical care
- (D) To explain the examinee's condition to family members or similar parties before providing medical care to examinees

3. **Subcontracted operations**

In providing health examinations, the Society subcontracts certain operations. The Society concludes contracts with the subcontractors to supervise them regarding the protection of personal information. Main subcontracted operations are as follows:

Testing work, entry of health examination data, stratification and retention of specific health checkup data, delivery operations, document retention and disposal, etc.

4. **Rights of examinees**

With regard to personal information managed by the Society, the examinees themselves may exercise the right to request disclosure, correction, deletion, suspension of use, etc. Contact us at the contact point for inquiries, complaints, and consultation.

Chairman of the Board, Tokyo Securities Industry Health Insurance Society
3-1-2 Nihonbashi Kayabacho, Chuo-ku, Tokyo
Chief Privacy Officer: Director-General
Personal Information Manager: Manager, Health Management Department
Contact point for inquiries, complaints, and consultation:
General Affairs Section, General Affairs Department

Tel. 03-3666-8431

Letter of Consent

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

Date (YYYY/MM/DD): / /

Name (signature): _____

(You can undergo a health examination only if you consent to the above.)

Joint Use of Health Examination Data in Health Examination Activities Implemented Jointly by the Tokyo Securities Industry Health Insurance Society and Member Establishments

Tokyo Securities Industry Health Insurance Society

The Tokyo Securities Industry Health Insurance Society (“Society” hereinafter) and member establishments jointly implement health examination activities for insured persons (employees) and jointly use data from health examinations. Accordingly, the Society hereby notifies of the following pursuant to the provisions of the Act on the Protection of Personal Information:

1. **Joint implementation of health examination activities with member establishments**
The Society jointly implements health examination activities with member establishments to manage the health of insured persons (employees) efficiently and effectively.
2. **Items of health examination data used jointly**
 - ① Examination items of health examinations A, B, and S undertaken by the Society (including those undertaken at contracted examination facilities)
 - ② Information on those eligible for specific health guidance and those eligible for the lifestyle-related disease aggravation prevention program based on health examination data
(Establishments that have concluded memoranda on collaborative health promotion)
3. **Scope of joint users of health examination data**
Personnel and health management staff at the establishments to which examinees belong and industrial physicians appointed by those establishments

Staff of the Health Management Section in the Society’s Health Activities Department and staff of the Society’s directly operated clinic
4. **Purposes of use of health examination data by joint users**
Based on the Data Health Plan, the joint users encourage Society members to undergo health examinations to prevent worsening of their health conditions.

Establishments retain health examination data in their sections in charge and use it to provide health consultations and health guidance based on the judgments and instructions of industrial physicians. They also work to ensure worker health and safety in the workplace and to promote the creation of comfortable working environments, in accordance with the purpose of the Industrial Safety and Health Act. In addition, together with the Society, they work to maintain and improve the health of workers so that they can lead healthy daily lives both in and out of the workplace.

The Society retains health examination data on its computer systems (in archives if in paper form) and uses this data for health education as well as health consultations and guidance by establishment industrial physicians, Society doctors, public health nurses, and registered dietitians. It also stratifies those with or at risk of metabolic syndrome based on data from specific health checkup items and provides those eligible with specific health guidance. In addition, in accordance with the purpose of Article 150 of the Health Insurance Act, it strives to maintain and improve the health of insured persons, together with staff in charge at establishments.
5. **Names of persons or positions responsible for management of health examination data**
Person responsible for the management of health examination data appointed by employer

Manager of the Health Management Section in the Society’s Health Activities Department
6. **How health examination data is obtained**
Establishments obtain health examination data in printed or digital form from their chosen medical care institutions (including the Society examination center and contracted facilities)

The Society obtains health examination data in printed or digital form from its examination center, contracted facilities, and establishments.
7. **This notice will be revised to reflect the enactment, amendment, or abolition of laws, regulations, etc. or changes in circumstances.**

(Revised August 1, 2023)

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