

## **Basic Policy on Personal Information**

Medical Corporation Chiinkai (hereinafter referred to “the Corporation”) considers the accurate and safe handling and protection of personal information to be a social responsibility, and declares the following:

1. The Corporation will establish rules regarding the protection of personal information, and all employees will comply with these rules in an effort to appropriately manage personal information.
2. In addition to carrying out educational and awareness-raising activities within the hospital regarding the importance of protecting personal information, the Corporation will appoint a person to manage and supervise the protection of personal information, and establish and operate an appropriate management and audit system.
3. The Corporation will implement safety measures to prevent unauthorized access to, loss, destruction, falsification, or leakage of personal information.
4. With regard to the collection, use, and provision of personal information, the Corporation will respect the rights of individuals concerning personal information, clearly specify the limitations of the collection purpose and usage scope, and strive to appropriately manage such information.
5. The Corporation will share personal information with Oike Clinic, Oike Clinic Ladies Plaza, Nakanoshima Clinic, Nakanoshima Clinic Ladies Plaza, Shijo Karasuma Clinic, Sugimoto Karasuma Clinic, Kyoto Shinmachi Hospital, and Nishinomiya Gardens Kenshin Clinic operated by the same corporation for the purpose of medical collaboration.
6. The Corporation will comply with Japanese laws, internal regulations, and other norms related to personal information.
7. The Corporation will continuously review and improve the content of the above activities.

## **Purposes of Using Personal Information**

The Clinic uses personal information for the following purposes, and handles it with the utmost care:

- Provision of medical care  
To provide medical services at the Clinic  
To collaborate with other hospitals, clinics, midwifery centers, pharmacies, home-visit nursing facilities, and care service providers

To answer inquiries from other medical institutions

To seek the opinions and advice of external doctors in order to appropriately examine and treat patients

To outsource laboratory testing and other services

To explain medical conditions to families

Other uses related to the provision of medical care for patients

- Clerical work for billing medical fees

To perform and outsource clerical work related to medical and care services, workers' compensation insurance-covered medical services, and publicly funded medical services at the Clinic

To submit receipts to reviewing and paying institutions

To answer inquiries from reviewing and paying institutions or insurers

To submit receipts to and answer inquiries from administrative agencies concerning publicly funded medical services

Other uses for billing medical fees related to medical and care services, workers' compensation insurance-covered medical services, and publicly funded medical services

- Administrative operations of the Clinic

To perform accounting and bookkeeping

To report medical incidents/accidents

To improve medical services for relevant patients

Other uses related to the administrative operations of the Clinic.

- Notification of the results of commissioned medical examinations to commissioning companies

- Consultation with or reporting to professional medical associations or insurance companies in connection with physician liability insurance

- Basic data for the maintenance and improvement of medical/care services and related operations

- Cooperation in clinical training at the Clinic

- Case studies conducted within the Clinic to improve medical care quality

- Provision of information to external audit organizations

- Other uses to make presentations at academic meetings, publish manuscripts, and give lectures for the purpose of improving medical care

In such cases, the information will be made completely anonymous to prevent the identification of individuals.

\*If there is anything in the above that you do not agree with, please let us know.

\*If you do not so request, we will treat it as if you have given your consent.

\*You may withdraw or change your request at any time.

\*Even if you do not agree, you can continue to receive appropriate medical care as before.

\*We will not provide personal information to third parties without the individual's consent, except for purposes other than the above uses or unless required by law.

\*If there is a request for disclosure of personal information, we will respond in good faith based on laws and internal regulations.

### **Use of Cookies**

The Corporation may use cookies to provide better services to our customers. However, cookies do not collect personally identifiable information and do not violate the privacy of our customers. If you do not wish to accept cookies, you can change your browser settings.

\*Cookies are information sent from the server computer to your browser and stored on the hard disk of the computer you are using.

### **Name and address of the party responsible for the management of personal data and the name of its representative**

Company Name: Medical Corporation Chiinkai

Address: 11 Shimoai-cho Nishinokyo Nakagyo-ku Kyoto, 604-8436 Japan

Representative name: Tanabe Takuji