



## Notice to Candidates for Employment with NPD - JAPAN

### 1. Scope of Notice

This Notice is intended for each candidate (“**you**”) for employment with entities controlled by The NPD Group, Inc. (the “**Group**”, or “**we**” or “**us**”). This Notice provides information about the Group’s personal data processing practices.

### 2. Your Personal Data

The controller of your personal data is The NPD Group, Inc. (hereinafter, “**NPD**”), NPD Japan Ltd. and/or relevant Group members listed on our website at <https://www.npd.com/wps/portal/npd/us/about-npd/offices/>. This Notice sets out information regarding the privacy and protections accorded to your personal data by or on behalf of NPD and relevant Group members. When used in this Notice, the term “**personal data**” means any data that directly or indirectly identifies an individual, such as a name, phone number or one or more factors specific to that individual’s physical, physiological, mental, economic, cultural or social identity.

### 3. Purposes of Processing Your Personal Data

Your personal data will be processed by NPD and relevant Group members to evaluate and administer your candidacy for employment with a Group member.

Your personal data will be processed by electronic means as well as by organized filing systems of hardcopy documents. If you do not provide personal data that we have indicated is mandatory, or if you object to the processing of your personal data, you cannot be considered for employment by any Group member.

### 4. Types of Personal Data Processed

NPD processes different types of your personal data, to the extent permitted under applicable laws:

- Contact information (such as your name, address, email address and phone number);
- Employment position(s) sought;
- CV and cover letter;
- Educational history and grades;
- Employment history;
- Additional experience information (such as summary of employment history and educational background, previous work for NPD, non-compete obligations, skills, records and appraisals, educational degrees and statements of opinion or intention);
- Work authorization information (including sponsorship information as applicable); and
- Availability.



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### 5. Processing Your Personal Data

The Group is committed to ensuring that all candidate personal data is:

- Processed fairly and lawfully;
- Processed for specific purposes only, and not in any manner incompatible with those purposes;
- Adequate and relevant;
- Kept accurate;
- Retained no longer than necessary;
- Processed consistent with your rights; and
- Kept secure.

Where required by applicable law, your consent will be requested before processing your personal data. In the event any such consent is sought, you will also be provided with an option to opt-out of the consent so given, and you may withdraw your consent at any time.

### 6. Sharing Your Personal Data with Third Parties

Where necessary for the purposes described in this Notice, your personal data will be shared among relevant Group entities, third party service providers who maintain reasonable security practices commensurate with applicable law, and government agencies. In some cases, third party service providers may be granted access to a specific Group database, but their access is restricted on a need-to-know basis via access limitations. Group entities and third parties with whom your data will be shared include Group HR and IT personnel responsible for recruitment or IT processing and security functions, third parties providing IT services and support for any of the purposes described in this Notice, and in-house and outside counsel.

Wherever required under applicable law, the relevant Group company will enter into with third party service providers data processing or similar agreements that require in particular that such third party service providers will maintain the same level of personal data protection as implemented by the Group.

### 7. Transfers of Data Outside of Your Country

**When you provide your personal data on Workday Recruiting, that personal data (as described in Section 4. above) will be transferred to NPD and Workday in the U.S. and may also be transferred to other Group entities or to third parties described in Section 6. above, located outside your country of residence, for the purposes set forth in Section 3 above.**

In some cases, transfers of your personal data may be made to countries that are considered by the European Commission or by other governmental entities or authorities to offer adequate protection to personal data. In other cases, transfers may be made to countries, like the U.S., that are not considered to offer adequate protection of personal data; transfers to those countries will be made pursuant to the standard contractual clauses approved by the European Commission, relevant national equivalents thereof, or other safeguards where permissible.

Although highly unlikely, transfers may be made to respond to law enforcement requests or discovery procedures, or where required or permitted by applicable laws, court orders, government regulations, or government authorities (including tax and employment). Such transfers may entail access by courts or governmental authorities outside your country, after having ensured that only your minimal necessary data is disclosed and transferred, or that such data is de-identified or that, where possible, appropriate stipulative court orders have been issued.

### 8. Data Security



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Your personal data will be secured by taking security measures that are commensurate with the sensitivity of the personal data processed. To this end, the Group maintains reasonable physical, technical, and administrative security measures (including IT system monitoring) with a view to protecting candidate personal data against theft; accidental loss; unauthorized alteration; unauthorized or accidental access, processing, erasure, use, disclosure or copying; and/or accidental or unlawful destruction.

### **9. Updating Your Data/Your Rights**

For as long as your candidacy is active, you have the responsibility to ensure that all your data is kept up to date on Workday Recruiting. You have the right under applicable law to access and correct personal data concerning you, subject to limited exceptions that may be prescribed by applicable law. Where justified and allowed by applicable law, you may also require that your personal data be deleted or blocked, or you may be entitled to object to further processing of your data.

Your right of access, correction, deletion, blocking and objection, and your responsibility to notify changes in your personal circumstances, as well as any other right you may have under applicable law, may be exercised by signed request or email sent to [talentacquisition@npd.com](mailto:talentacquisition@npd.com).

### **10. Retaining Your Data**

The Group will retain all personal data of unsuccessful candidates for 18 months from your last log-in date on Workday Recruiting so that we may have the option of contacting you for Group job openings. Personal data of successful candidates will be retained in compliance with applicable laws and the Group's data protection policies and notices.

**I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND CONSENT TO THIS NOTICE AT ALL TIMES.**

***Issued: February 21, 2017***

***This Notice may be updated from time to time.***