

FAIR PROCESSING NOTICE

for visitors to the NTT R&D Forum 2024

Date: 2024/09/24

1. INTRODUCTION

This fair processing notice ("**Notice**") sets out how Nippon Telegraph and Telephone Corporation ("**we**", "**us**" and "**our**") will process as a data controller the personal data of visitors to the NTT R&D Forum 2024 ("**Event**") and the measures and processes we have put in place to ensure its adequate protection.

This notice does not form any contractual relationship between you and us, and we may amend it from time to time.

2. LAWFUL PROCESSING

We will only process your personal data:

- (a) where you have given your consent (you may withdraw your consent at any time, by making a request using the contact details set out below);
- (b) where the processing is necessary to respond to a request from you/your employer;
- (c) where the processing is necessary to manage our business and operations; and
- (d) where the processing is necessary for compliance with our legal and regulatory obligations.

3. WHAT PERSONAL DATA WE COLLECT ABOUT YOU

3.1 We process the following types of personal data about you:

- (a) Your name, email address and other contact details;
- (b) Your country of residence, role, position and/or job title and employer;
- (c) Your Invitation Date;
- (d) Your dietary requirements and other special requests for foods or drinks provided at the Event;
- (e) Your means of information regarding transportation from or to the Event , including the method of transportation, model of company car, car number, and driver contact information;
- (f) Your arrival and departure time;
- (g) Details of people who invited you to the Event;
- (h) Details of your history of visits to the exhibition at the Event; and
- (i) Any contribution regarding the Event, such as your statements, questions, feedback you made in the Event, surveys and questionnaires

3.2 It may be mandatory for you to provide us with your personal data to enable us to manage our business and operations, to provide information about our products, services, events or technologies to you/your employer, or to comply with our legal and regulatory obligations.

If you fail to provide your personal data when requested, we may not be able to provide information to you/your employer or to invite you to our events.

- 3.3 We make every effort to maintain the accuracy and completeness of your personal data which we store and to ensure all of your personal data is up to date. However, you can assist us with this considerably by promptly contacting us if there are any changes to your personal data or if you become aware that we have inaccurate personal data relating to you. We will not be responsible for any losses arising from any inaccurate, inauthentic, deficient or incomplete personal data that you provide to us.

4. HOW WE COLLECT PERSONAL DATA.

- 4.1 We collect your personal data from the information you or your employer submits to us.
- 4.2 In addition to Section 4.1, we collect your location information and history of visits at the Event (from your entry to exit) through UWB tags which we provide you at the reception of the Event.

5. HOW WE USE PERSONAL DATA

We will process your personal data for the following purposes:

- (a) to arrange for your attendance at the Event;
- (b) to verify your identification at the reception of the Event;
- (c) to operate the Event;
- (d) to respond to your messages or posts to us;
- (e) to provide you with event invitations to other events held by NTT group companies and their affiliates;
- (f) to send you marketing communications about products, services and solutions of NTT group companies as shown on the following page of our website (<https://group.ntt/en/group/gnavi/>);
- (g) to collect and analyse your history of visits and location information during the Event within the venue of the Event in order to recommend other events and information about our products, services and solutions ;
- (h) to comply with our legal and regulatory obligations and requests anywhere in the world, including reporting to and/or being audited by national and international regulatory bodies;
- (i) for management of our business and operations and administrative purposes in relation to the security of and access to our premises and systems;
- (j) to comply with court orders and exercise and/or defend our legal rights;
- (k) for any other legitimate business purpose; and
- (l) as otherwise permitted or required by any applicable law or regulation.

6. INTERNATIONAL TRANSFERS OF PERSONAL DATA

We may transfer your personal data (including accessed in or stored in) to Japan, the United States, the European countries, China and other countries or territories, which may not provide the same level of protection of personal data as may be enjoyed in your country of

residence. In particular, we share your personal data with NTT group companies and their affiliates located in various countries. We will ensure that such international transfers are made subject to appropriate or suitable safeguards.

7. WHEN WE MAY DISCLOSE YOUR PERSONAL DATA

We do not and will not sell, rent out or trade your personal data. We will only disclose your personal data to the following recipients:

- (a) to NTT group companies (<https://group.ntt/en/group/gnavi/>)
- (b) to service providers who process your personal data on our behalf for the Event (such as our systems providers including cloud providers and the administrators for the Event);
- (c) to any third party to whom we assign or novate any of our rights or obligations;
- (d) to any prospective buyer in the event we sell any part of our business or assets; and
- (e) to any government, regulatory agency, enforcement or exchange body or court where we are required to do so by applicable law or regulation or at their request.

8. HOW WE PROTECT YOUR PERSONAL DATA

We are committed to safeguarding and protecting your personal data and will implement and maintain appropriate technical and organizational measures to ensure a level of security appropriate to protect your personal data from accidental or unauthorized destruction, loss, alteration, disclosure or access.

9. YOUR RIGHTS IN RELATION TO THE PERSONAL DATA WE COLLECT

9.1 Under certain circumstances provided under applicable law, you may have the following rights in relation to our processing of your personal data:

- (a) The right of access
- (b) The right to rectification
- (c) The right to erasure
- (d) The right to restriction of processing
- (e) The right to object to processing
- (f) The right to data portability
- (g) The right to opt-out of the "sale" (for California residents, you can request to opt-out out of the "sale" of your personal data)

9.2 You are entitled to exercise the rights described above free from discrimination in the form of legally prohibited increases in the price or decreases in the quality of our goods or services.

9.3 If you wish to exercise any of your rights, please contact us using the contact details specified in section 12. We may request that you prove your identity in order for us to comply with our security obligations and to prevent unauthorized disclosure of data. You may designate an authorized agent to exercise your rights in accordance with applicable law. In order to designate an authorized agent to exercise your rights, we may request you to provide a valid power of attorney.

10. HOW LONG WE WILL HOLD YOUR PERSONAL DATA FOR

We will only retain your personal data as long as necessary to fulfill the purpose for which it was collected or to comply with legal, regulatory or internal policy requirements.

11. CHANGES TO THIS FAIR PROCESSING NOTICE

We may change or update parts of this Notice in order to maintain our compliance with applicable law and regulation or following an update to our internal practices.

12. HOW YOU CAN CONTACT US

If you have any queries about the contents of this Notice or your personal data, or wish to make a request in relation to your personal data, please contact us using the details set out below:

<https://group.ntt/en/protection/customers.html>

13. HOW TO LODGE A COMPLAINT TO THE REGULATOR

We are committed to resolving complaints about our use of your personal data. If you consider that we have breached your data protection rights, please contact us using the details set out above. If you are not satisfied with the response, you may be entitled to lodge a complaint with a competent data protection authority.