

PRIVACY PROTECTION POLICY

Hokuto hospital, (hereinafter referred as “we”, “us”, “our”), with the concept that we wish to embrace the trusting relationship with the patients and to continue to provide better standard of care that is compassionate and community-centered and with the understanding of the significance of the privacy protection, considers properly handling the personal information as the greatest responsibility, and our hospital staff endeavors to protect the privacy in accordance with the following policies.

1. ACQUIRING PERSONAL INFORMATION

We acquire patients' personal information within the scope necessary for providing health care and endeavor to maintain the personal information accurate and updated. When we utilize the personal information for the purpose other than as stated, we will notify the concerned party and obtain their consent before utilizing the information.

2. UTILIZATION AND PROVISION

We will not utilize a patients' personal information beyond the scope of the original purposes unless:

- We have obtained the patient's authorization to do so;
- The information is processed in such a way that it cannot be identified before utilization; or
- It is required to provide the information by the laws, regulations, etc.

We will not provide patients' information to any third parties without their consent unless it is required by the applicable laws or regulations.

3. CONTROL,

We establish a management system for the information security and take necessary measures to protect the information on an ongoing basis such as enforcement of staff education, proper oversight over our contracted service partners, and implementation of strict security countermeasures against including, but not limited to, leakage, tampering, loss of and unauthorized access to the patients' personal information.

4. VERIFICATION AND CORRECTION

When a patient requests that we disclose the personal information of the patient, we

will verify and respond to the request in accordance with our applicable policies without delay. When there is a request of correction due to inaccuracy of information or other reasonable grounds, we will also properly investigate and address the matter.

5. INQUIRY

If a patient has any inquiry or concern regarding our privacy policy or their personal information, they can contact us as below:

The Section of General Affairs, the Administration Dept.

Phone: +81-155-48-8000

6. LEGAL COMPLIANCE AND IMPROVEMENT OF INFORMATION PROTECTION MECHANISM

We comply with the laws, regulations, and ordinances regarding protection of personal information, in accordance with which we properly handle the personal information. And, we review the items mentioned above on a timely basis to ensure ongoing improvement of the mechanism for personal information protection.

PURPOSES OF UTILIZING THE PERSONAL INFORMATION

1. PROVISION OF HEALTH CARE TO PATIENTS

- To page a patient in the hospital
- To transfer a phone call, message, etc.
- To notify visitors
- To refer a patient to other health-care facilities
- To consult with or inquire a physician from another health-care facility
- To address an inquiry from the public authorities (fire departments, public health offices, etc.)
- To contact patients who have not shown up for their appointment or whose laboratory data is found to be abnormal

2. PROCESSING HOSPITAL CLERICAL AND ADMINISTRATIVE SERVICES

- To manage the wards including control of such as admission and discharge of patients
- To manage billing and accounting
- To claim for reimbursement
- To construct fundamental data for operation and management of the health-care institution
- To respond to an on-site inspection or guidance by the Public Health Office or other public authorities
- To provide information to external evaluation or review organizations
- To inform an employer of its employees' results of medical check-up or other medical services which we are consigned to provide by the employer
- To consult or notify an insurer or a health-care professional organization with regard to the medical professional liability insurance or other liability insurance

3. CONTRIBUTION TO IMPROVEMENT OF HEALTH CARE

- Clinical trials
- Data collection for clinical researches
- Clinical trainings and education for the physicians, nurses, and other health-care workers,
- *You are expected to file a request if there is information that you do not want to be provided to other health-care facilities or the like.
- *You will be considered to have given your consent to our utilization of the

personal information UNLESS you specifically request otherwise.

*You are free to withdraw or change such request at any time.