

APAC Recruitment Privacy Policies

Please ensure you read the appropriate recruitment statement before proceeding with your application. By continuing with your application, you agree to the collection, use and disclosure of your personal information as set out in the relevant recruitment statement.

APAC Recruitment Privacy Policy (Excluding Japan & Singapore)

Recruitment Privacy Policy (Singapore)

Recruitment Privacy Policy (Japan) (Japanese Version)

Recruitment Privacy Policy (Japan) (English Version)

APAC Recruitment Privacy Policy (Excluding Singapore and Japan)

Please ensure you read the appropriate recruitment statement before proceeding with your application. By continuing with your application, you agree to the collection, use and disclosure of your personal information as set out in the relevant recruitment statement.

JPMorgan (meaning all subsidiaries of JPMorgan Chase & Co) is committed to maintaining applicant personal information in accordance with the requirements of all applicable privacy legislation and will take all reasonable steps to ensure that applicants' personal information is kept secure against unauthorised loss, disclosure or destruction.

If you submit an application form or curriculum vitae to JPMorgan for the purpose of applying for employment you will be deemed to have consented to your personal information, including any sensitive personal information, being processed by JPMorgan for the following purposes;

- (a) Recruitment for all vacancies at JPMorgan
- (b) Internal reporting and statistical analysis

Unless otherwise indicated, the personal Information you supply is necessary to enable JPMorgan to fulfill these purposes and without this information we may not be able to process your application. When you complete and submit an application on the JPMorgan website, the information including any file you attach, is submitted securely. However, if you send an email to JPMorgan at any time over the internet, it may be possible for others to view this information. JPMorgan accepts no liability arising from personal Information being submitted electronically.

JPMorgan is a global business and your personal Information held by JPMorgan may be transferred worldwide to other employees for all purposes relating to your recruitment. We may also share your personal information with our agents or service providers for the purposes described above.

Your personal information will be held in confidence and not passed to any company, other than as already indicated, without your permission or unless we are required to do so by law.

If you wish you may have a copy of the personal information held on you by JPMorgan. JPMorgan is allowed by law to charge you a fee for this. Please contact Human Resources to request your information.

Recruitment Privacy Policy (Singapore)

Please ensure you read the appropriate recruitment statement before proceeding with your application. By continuing with your application, you agree to the collection, use and disclosure of your personal information as set out in the relevant recruitment statement.

JPMorgan (meaning all the JP Morgan group of companies) is committed to maintaining applicant personal data in accordance with the requirements of all applicable personal data and privacy legislation.

By submitting an application form or curriculum vitae to JPMorgan for the purpose of applying for employment, you consent to your personal data being collected, processed and used and disclosed by JPMorgan for the following purposes:

- (a) Assessing your suitability for all vacancies at JPMorgan;
- (b) Internal reporting and statistical analysis; and
- (c) Any other purpose required by law.

Unless otherwise indicated, the personal data you supply is necessary to enable JPMorgan to fulfill these purposes and without this information we may not be able to process your application. When you complete and submit an application on the JPMorgan website, the information (including any file(s) which you attach), is submitted securely. However, if you send your personal data to JPMorgan at any time via other forms of correspondence (whether electronically or manually), it may be possible for others to view this information. JPMorgan accepts no liability arising from personal data being submitted via any other form of correspondence.

JPMorgan is a global business and your personal data may be transferred outside of your country worldwide to other employees of JP Morgan and relevant third parties for all purposes set out above, and all directly related purposes.

Your personal data will be held in confidence and not passed to any third party other than as already indicated, without your permission or unless we are required to do so by law. JPMorgan will take all reasonable steps to ensure that your personal data is kept secure against unauthorized loss, disclosure or destruction.

Subject to applicable law, you may request a copy of your personal data held by JPMorgan. Please contact Human Resources at 1-800-622-1944 (Monday – Friday: 9am-6pm (Singapore Time)) to request a copy of your personal data.

採用応募者の個人情報の取り扱いについて

JP モルガン証券株式会社
JP モルガン・チェース銀行 東京支店
JP モルガン・アセット・マネジメント株式会社

JP モルガン証券株式会社、JP モルガン・チェース銀行東京支店及び JP モルガン・アセット・マネジメント株式会社(以下、総称して「当社」といいます。)は、「個人情報の保護に関する法律」その他の関係諸法令、「雇用管理分野における個人情報保護に関するガイドライン」(以下、「ガイドライン」といいます。)に基づき、採用活動における応募者の個人情報(以下「採用応募者情報」といいます。)の取扱いにつきましては以下のとおりいたします。

1. 利用目的

採用活動において取得した応募者情報につきましては、採用選考ならびに採用内定若しくは入社後の人事管理等の目的にのみ利用し、応募者の同意を得た場合及び法令・ガイドラインにより例外として取扱われる場合を除き、他の目的では一切利用いたしません。なお、採用活動において取得した採用応募者情報は当社グループ会社内にて共同利用いたします。共同利用の取扱いにつきましては、当社の各ホームページにある「個人データの共同利用について」をご確認ください。

- [JP モルガン証券株式会社](#)
- [JP モルガン・チェース銀行 東京支店](#)
- [JP モルガン・アセット・マネジメント株式会社\(別紙3\)](#)

2. 個人情報の管理

採用応募者情報につきましては、個人情報を正確かつ最新の内容となるよう努めます。また、応募者の個人情報の漏えい等を防止するため、必要かつ適切な安全管理措置を実施するとともに、役職員の監督を行ってまいります。特に機微情報を含む場合、その取扱いには細心の注意を払うものとします。

また、十分な安全管理措置を講じた委託先に業務委託する場合及び法令等に基づく場合を除き、予め本人の同意を得ることなく、採用応募者情報を第三者に提供いたしません。

3. 開示等の請求等について

採用応募者情報に関する開示等の請求、ご質問、苦情のお申し出につきましては、適切かつ迅速な回答に努めてまいります。また、開示等のお申し出につきましては、ご本人様であることを確認させていただき、お申し出の際に所定の様式による書面を提出していただくことがあります。請求書面等につきましては、以下の人事部担当 受付窓口へ電子メールにてご連絡ください。

なお、採用選考における選考基準および評価につきましては開示いたしかねますので、予めご了承ください。

(連絡先)

<人事部担当 受付窓口>

部署名: JP モルガン人事部 採用プロジェクトチーム

電子メール: recruit.japan@jpmorgan.com

住所: 〒100-6432 東京都千代田区丸の内 2 丁目 7 番 3 号 東京ビルディング

電話番号: 03-6736-1111 (代表番号)

受付時間: 月曜日～金曜日の 9:00～17:00 (12 月 31 日～1 月 3 日、および祝日、振替休日を除く)

4. 当社の加盟する認定個人情報保護団体

● JP モルガン証券株式会社

日本証券業協会 個人情報相談室 電話:03-3667-8427

受付時間:9:00～17:00(土日祝日を除く、月～金)

● JP モルガン・チェース銀行 東京支店

全国銀行個人情報保護協議会【苦情・相談窓口】電話 03-5222-1700

(全国銀行協会相談室内全国銀行個人情報保護協議会専用ダイヤル)

受付時間:9:00～17:00(土日祝日を除く、月～金)

● JP モルガン・アセット・マネジメント株式会社

《投資信託委託業務、投資信託自己募集業務》

一般社団法人 投資信託協会 投資者相談室

電話:03-5614-8440 受付時間:9:00～17:00(土日祝日を除く、月～金)

《投資顧問業務、投資一任契約に係る業務》

一般社団法人 日本投資顧問業協会 苦情相談室

電話:03-3663-0505 受付時間:9:00～17:00(土日祝日を除く、月～金)

《第一種金融商品取引業》

日本証券業協会 個人情報相談室

電話:03-3667-8427 受付時間:9:00～17:00(土日祝日を除く、月～金)

以 上

Handling of Personal Information of Job Applicants (Japan)

JPMorgan Securities Japan Co., Ltd.
JPMorgan Chase Bank, N.A., Tokyo Branch
JPMorgan Asset Management (Japan) Limited

JPMorgan Securities Japan Co., Ltd., JPMorgan Chase Bank, N.A., Tokyo Branch and JPMorgan Asset Management (Japan) Limited (hereinafter collectively referred to as the “Companies”) will handle personal information of job applicants obtained in the course of recruiting activities (hereinafter referred to as “Applicant Information”) in accordance with the “Laws regarding Protection of Personal Information” and other relevant laws and regulations and the “Guidelines for Protection of Personal Information in the Field of Employment Management” (hereinafter referred to as the “Guidelines”) as follows.

1. Purpose of use

The Companies will use Applicant Information obtained in the course of recruiting activities only for the purposes of screening and decision-making for hiring or personnel management after employment and will never use such information for any other purpose, except for the case where the applicant’s consent has been obtained and cases handled as exceptions under an applicable law or regulation or the Guidelines. Applicant Information obtained in the course of recruiting activities will be used jointly within group companies of the Companies. For details of such joint use, please see the section titled “Joint Use of Personal Data” on the website of each of the Companies.

- [JPMorgan Securities Japan Co., Ltd.](#)
- [JPMorgan Chase Bank, N.A., Tokyo Branch](#)
- [JPMorgan Asset Management \(Japan\) Limited \(Schedule 3\)](#)

2. Management of personal information

The Companies will endeavor to keep personal information included in Applicant Information accurate and updated. Also, the Companies will take necessary and appropriate security management measures and supervise their respective officers and employees in order to prevent leaks of applicants’ personal information and other unfavorable incidents. The Companies will take the utmost care when handling any Applicant Information involving sensitive information, in particular.

Further, the Companies will not provide any Applicant Information to a third party without prior consent of the applicant, except for the case of contracting certain services to a contractor having taken adequate security management measures and the case of provision of information under a law or regulation.

3. Request for disclosure, etc.

Upon receipt of a request for disclosure, etc. of Applicant Information or a question or complaint in relation to Applicant Information, the Companies will endeavor to make an appropriate and prompt response. The Companies may check the identity of any person making a request for disclosure, etc. and request such person to submit a written request in

a prescribed form. For a request form and other relevant matters, please send an e-mail message to the contact office of the Human Resources Department.

Please note that screening criteria and evaluation in screening for employment will not be disclosed.

Contact

Contact Office of the Human Resources Department

Section: Recruitment Project Team of JP Morgan Human Resources Department

E-mail: recruit.japan@jpmorgan.com

Address: Tokyo Building, 7-3, Marunouchi 2-chome, Chiyoda-ku, Tokyo, 100-6432

Phone number: 03-6736-1111 (main number)

Reception hours: 9:00 - 17:00 Monday through Friday (excluding December 31 through January 3 and public holidays and substitute holidays)

4. Recognized personal information protection organizations to which the Companies respectively belong

- **JPMorgan Securities Japan Co., Ltd.**

Personal Information Consultation Office of the Japan Securities Dealers Association

Phone number: 03-3667-8427

Reception hours: 9:00 - 17:00

(Monday through Friday excluding weekends and public holidays)

- **JPMorgan Chase Bank, N.A., Tokyo Branch**

Complaint and Consultation Office of All Banks Personal Data Protection Council

Phone number: 03-5222-1700

(Exclusive Number for All Banks Personal Data Protection Council in the Consultation Office of the Japanese Bankers Association)

Reception hours: 9:00 - 17:00

(Monday through Friday excluding weekends and public holidays)

- **JPMorgan Asset Management (Japan) Limited**

Investment trust management business, investment trust self-offering business

Investors Consultation Office of the Investment Trusts Association, Japan

Phone number: 03-5614-8440

Reception hours: 9:00 - 17:00

(Monday through Friday excluding weekends and public holidays)

Investment advisory business, discretionary investment management agreement
related business

Complaint and Consultation Office of the Japan Investment Advisers Association

Phone number: 03-3663-0505

Reception hours: 9:00 - 17:00

(Monday through Friday excluding weekends and public holidays)

Type I financial instruments business

Personal Information Consultation Office of the Japan Securities Dealers Association

Phone number: 03-3667-8427

Reception hours: 9:00 - 17:00

(Monday through Friday excluding weekends and public holidays)