

Information security

Handbook

2. DM Service Edition





Introduction

The Information Security Handbook is "1. Fundamentals" and "2. DM Services"

This document is "2. DM Service Edition" and consists of two.

There are a variety of operational risks associated with the delivery of DM services.

Recognize these operational risks and take appropriate measures to mitigate them and conduct business

You must proceed.

This document outlines the major operational risks that everyone involved in providing DM services should be aware of.

Please understand the content in this document before taking any action on your job.

※ The services provided by the DX Headquarters, DA Headquarters, and ECX Headquarters are collectively referred to as "DM Services".

This document focuses on the common risks of DM-related services. The risks may vary depending on the type of headquarters or business you are working with, so please also review the risk measures for your department or team.



DM Services Overview

This document consists of the following configurations:

Information Security Handbook

2 . Composition of DM Services

- **Information security risks**

Precautions to prevent the disclosure of personal and business information

- **Case studies**

Please note in case studies what you would like to pay particular attention to.

If there is something that you would like to include in this handbook for each service,

Please consult with the trouble personnel in each headquarters.

The relevant departments will regularly discuss and coordinate and revise documents.



Information security

The risk concerned

- Control of sensitive information
- Cybersecurity



Control of Sensitive Information

Confidential information received from a client company

- For DM services such as website production, advertising delivery, and EC product sales, It is common to handle undisclosed information that has not been disclosed to the public, and information leaks
Care must be taken to avoid handling.
- Even the information that is scheduled to be published is confidential until the date and time set by the client company. If the date and time are incorrectly published early, the disclosure is a result of a breach.
- Multiple client companies, and the same client company, with multiple deals and trade materials, will require management of multiple publishing dates and times.
- In addition to the information management risks described in the "1. Basic" section, measures to prevent the leakage of confidential information are necessary.

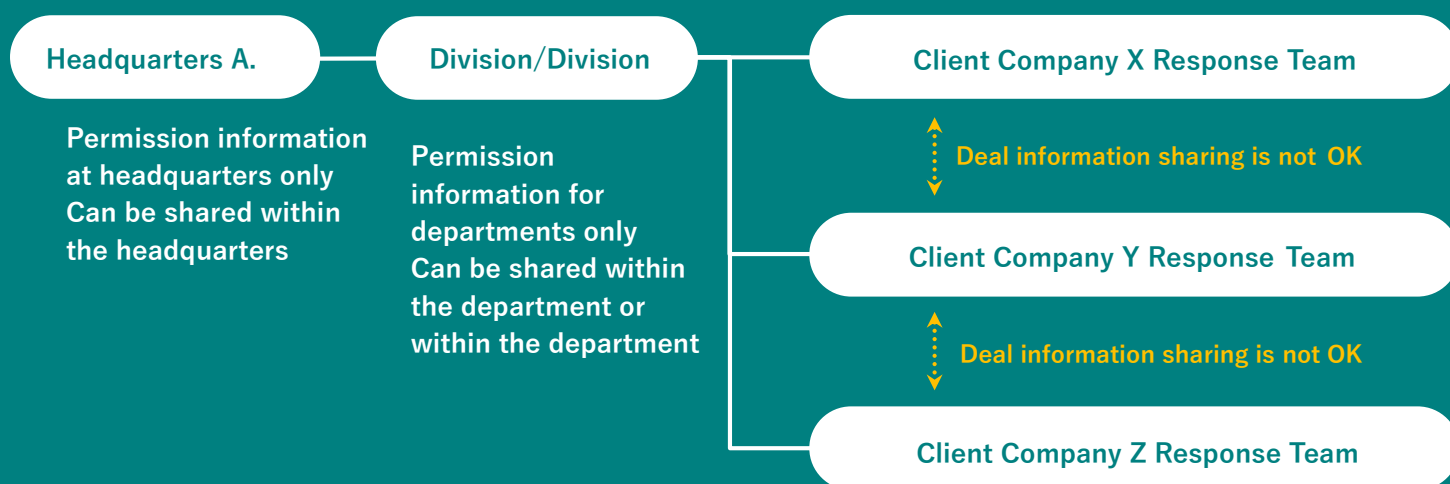
Example of operational risk *there was a problem in the past

- Disclosure before the date of publication due to misidentification of the date (information disclosure)
(Web site publishing, advertising delivery, EC product sales)
- Test the production/test site incorrectly at the production site
(Information leakage through unwanted email delivery)
- Mispublication due to server configuration or CMS misoperation (information disclosure)
- Mispublication due to system malfunction (information leak)

The idea of handling confidential information within the company

- Confidential information should only be used by the minimum number of persons involved
- The basic policy is to handle it.
- Confidential information on internal file servers
- If so, of access privileges
- Configure the settings appropriately.

Image of handling confidential information within the company



Considerations for sharing case studies

Case cases usually describe the know-how and benefits of the service provision and client companies for the purpose of promoting sales, and are considered valuable and confidential information of the Company.

Information is shared widely, including sales and office members, for promotional purposes, but at the same time there is a greater risk of being leaked outside the company.

As an important consideration, never include the name of the client company from which the case is based or any information that can be guessed with the name of the client company.

Case Study Note that if the former client company knows the contents of the statement that can be inferred from the source client company, it may be pointed out that the non-disclosure agreement is violated and may be subject to a large amount of damages as a liability for the disclosure of information.

However, case sharing with pamphlets, HP, etc., which have already agreed to share cases is not a problem.



Targeted attack email

- Targeted attack emails that resemble business-related emails are increasing and are attached

When you open a file, it is infected with spyware and viruses, and the information is lost
They could be stolen or compromised.

- They are becoming more sophisticated every year, and they don't think they will be deceived
Take extra care.

- Tips for identifying suspicious emails

- The order of verification is not important, and all information is checked
- Check the sender's email address in particular
- Comprehensive analysis of the content and integrity of email messages. Determine if the email is suspicious

- E-mail views aware of cyber attacks (example)

- From the top, check the subject, then the from email address, and then the body
- Is urgency or importance an exaggerated subject?
 - ◆ [Important Notice] / [Urgent] / [important] etc.
- Is the sender's name and email address unnatural?
 - ◆ Like HR <jinji@aabbccdd.com>

An external address that speaks the name of an organization within the company

- To open an attachment or a URL link

Is it an obvious stimulating content?



(1) Copyright Act ☐

Copyright Law Overview

● Purpose

- The rights of the author regarding the work and demonstration, recording, broadcasting and wired broadcasting

And the rights adjacent to it, and for the fair use of these cultural properties

While keeping in mind, we will protect the rights of the authors and others and contribute to the development of the culture

To the end of the process.

● Action against Violation

- Civil claims are permitted against those that infringe copyright.

- ◆ Inductive Claims
- ◆ Claims for damages
- ◆ Request for unfair gain return

- Those who knowingly infringe copyrights will be punished by criminal penalties for imprisonment and fines

There is.

- ◆ A prison term of up to 10 years or a fine of up to 10 million yen will be imposed (May be co-morbid)
 - ◆ When a representative or employee of a corporation has engaged in copyright infringement, the person is the person who acts
- In addition, the entity will also be fined up to 3 billion yen (both penalties).

● Special notes

- Please extract the contents of the Copyright Act that are relevant to our business and that require special attention state.

● The main work we handle in our business

Language works

RFPs, proposals, requirement definitions, system designs, and operational manuals text scripts, newspapers, magazines

Works of art

Site design, illustration
(E.g. character images)

The work of maps and shapes

Screen design documents, screen transition

The work of the movie

Video (moving shadow recorded)

Photo work

Photos

The work of the program

Program source code

● What is the author

- The creator of the work is called the author.
- In principle, the Company shall have the rights to the work made by employees in its business attribution. (Copyright)

● The following rights owned by the author are collectively referred to as copyright.

➤ Copyright of Author Personality

- ◆ Right to make public (right not to be disclosed without permission)
- ◆ Name display rights (right to request name display)
- ◆ Identity Rights (Rights not altered without permission)

➤ Copyright (proprietary rights) * major items are listed

- ◆ Rights to reproduce (rights not copied without permission)
- ◆ Public transmission rights (rights not broadcast to the public without permission)
- ◆ Distribution rights (rights not distributed to the public without permission)
- ◆ Adaptation rights (right not to "create" derivative works without permission)
- ◆ Right to use Derivative works (right not to "use" Derivative works without permission)

Caution

Documents, designs, content, and software used to conduct business copyright exists in "anything", including, and infringes the copyright of others. Take extra care not to do so.



(1) Copyright Act ②

Acceptance of use, license

- In advertising, content, website creation, system development, and materials
When using software, etc., you must obtain permission to use the software.
- Unknown material or software that cannot be verified with copyright or license content
I don't use it.
- When using fonts that are not included on standard kitting PCs
Follow the license agreement.
- Personal use is free (free), but it can be paid for based on business use and terms of use
Note that prohibitions may be set.
- Models, talent images, and videos have terms of use, expiration dates, and so on
Be careful, as it is determined.

Special considerations for handling images

! Caution !

Software other than the Windows operating system and Microsoft Office are licensed at a central or central basis. If necessary, check with the licensing personnel in your department.



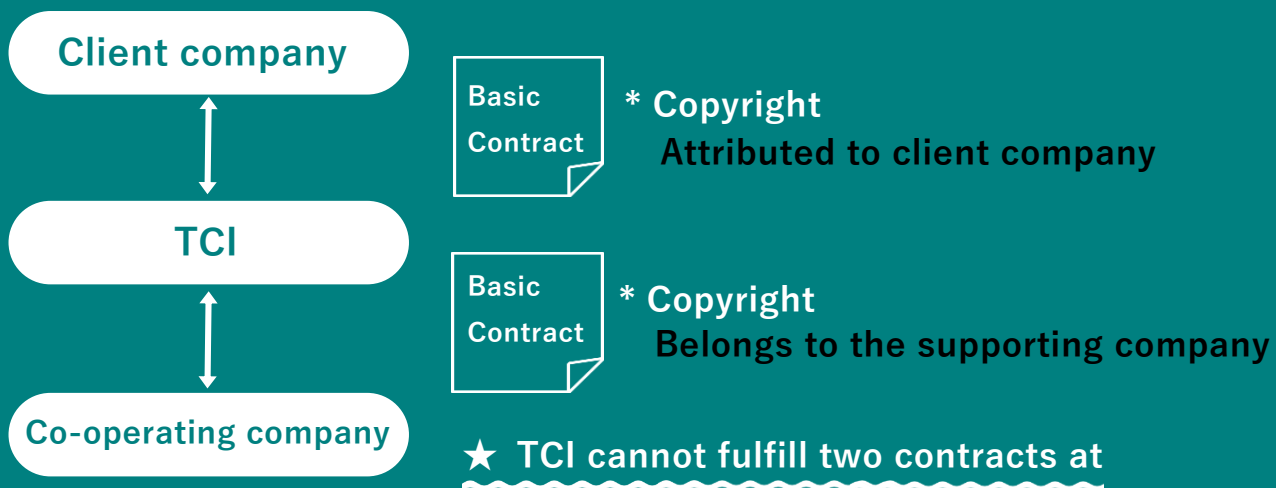
(1) Copyright Act ☐

Copyright attribution

- In the case of Web production, system development, and other work for the creation of deliverables, the contract is used
Copyright ownership is usually specified in the Basic Agreement.
In rare cases, only specific cases
The attribution of the individual contract is subject to change from the basic agreement.
- Recognize the copyright attribution of the deliverables from the point of sale of individual deals.
If there is a problem, resolve the issue before placing an order/placing an order.

Not OK
Case study

Use of the contractor contract work by a co-operation company (with deliverables)



! Caution !

If the copyright belongs to a client company, even after delivery acceptance
Continue to take care not to infringe copyright.



(1) Copyright Act □

If you transfer the copyright

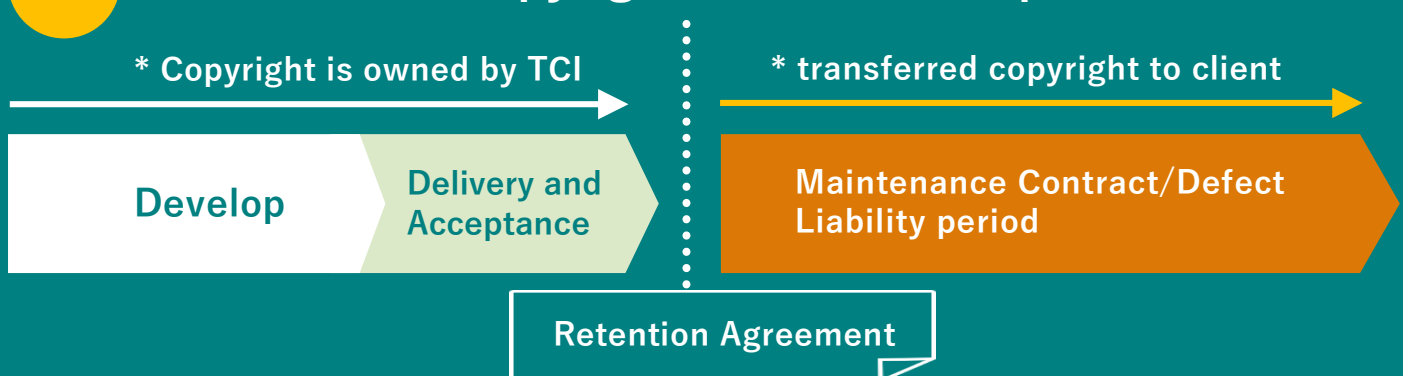
- Basic agreement (or individual contract) for the creation of deliverables such as Web production and system development.

In the event that the copyright is transferred to a client company, the following shall be noted:

- Do not retain in TCI after delivery and acceptance to client company.
 - ◆ Paper documents → Transfer or dispose of to a client company
 - ◆ Source code → Delete everything, including backups
 - ◆ Electronic data → Delete everything, including backups
- After delivery to a client company, if necessary for maintenance, etc.,
Submit the "holding Agreement" to the client company in advance and have it pressed down.

For

Transfer the copyright of the Development Work to



! Caution !

If the design process and the manufacturing process are ordered separately, obtain a "retention agreement" for the deliverables of the design process, or precondition the

contract to retain them during the manufacturing process must be configured.



(1) Copyright Act ⑥

Use of third-party software

- This notice is issued with respect to the use of software loaned by other companies, such as client and subcontractors.
- If we use third-party software without third-party's permission, if we are audited by the software manufacturer, we will be accused of copyright infringement and illegal copying by the software manufacturer and will be subject to a claim for damages.

Overview of notification of use of third-party's software

- 1. In principle, we will not use third-party software for new occurrences after this notice, and the use of software will be limited to our assets and those for which we hold a license.
- 2. If it becomes necessary as a matter of necessity, it will be purchased as a company asset rather than loaned, and handled through replacement billing, etc.
- 3. If a client is forced to use a new software from third-party, the client must contact and consult with the secretariat in advance before using the software.
- 4. If you are already using third-party's software, promptly implement the following measures.
 - ① Obtain evidence from the third-party that the company is authorized to use the software, specifically, a memorandum of understanding or license agreement, etc., and submit it to the secretariat.
 - ② If it is found that the software is not licensed to a third-party, uninstall the software as soon as possible. If

necessary for business purposes, take the measures described in item 2.

- The background to why client companies are asking for copyright transfers

After confirming the circumstances and intentions, negotiations such as limiting the scope of the transfer are necessary

Very important.

- If the production department also transfers copyright, it will take over future business plans

The impact should be considered thoroughly.

✕The software license management office shall take the same actions when the use of third-party's software is discovered through the monthly checks and corrective actions for excess or deficient licenses.



Case Study ②

Person B installed a font on his PC

Middle-hired person B noticed that the materials used in his team look different from other colleagues. Ask your co-workers to install their own fonts i was said to be doing so, so I found the installation file and found it on my PC as well you can now install and view the materials in the same way as your colleagues.

⚠ What are the issues?

- **It is a violation of license and copyright law**

If PC fonts are also installed above the number of license agreements
Violation of the license agreement will result in violation of copyright law.

- **You may be charged for damages**

Compensation for damages related to unauthorized use from the PC font provider you may be charged.

- **The company's reputation is damaged, and there is a risk of a serious impact on its business operations**

If the company interprets the violation of the license agreement as being meditated, and the Internet is used to denounce corporate responsibility, the company's reputation will be lost, and the business in business will be damaged this could have a serious impact on business operations, such as being suspended or not being able to participate in new business opportunities.

What should I do?

All teams have knowledge and compliance awareness of licensing agreements, and are new employees¹⁷ it was necessary to explain and guide the intermediate recruits appropriately.



Case Study ④

Mr. D brought up the business information

D, who is keen to improve his own skills, retired and moved to another company, and he incorporated in-house technical information and related work information into his personal PC, which he said would be useful in his post-job work.

⚠ What are the issues?

● Unfair Competition Prevention Act Violations

When D leaves the company with technical or business information, it is a violation of the unfair competition law (a violation of business confidentiality), and the company to which he is employed may also be a violation of the law. As an example, in an incident in which a worker brings 5G technical information from a working telecommunications company, shifts to a competitor, and brings technical information, the person is arrested and among companies it has developed into a legal issue.

● Non-disclosure agreement violation

If the information you bring is your business information, you may be in violation of any non-disclosure agreement you have with the client, and you may be subject to damages.

● Violation of employment regulations

The release of Company's business confidential information is a violation of employment regulations and is subject to disciplinary action. Any damage incurred by the Company is a provision to claim damages to the person concerned, and there is a risk that a large amount of damages will be claimed, which is difficult for individuals to pay.

What should I do?

Even if it was easy to do so, if we bring in information that is sensitive to business practices, such as our technical information or customer business information, we will be faced with very strict responsibility from both criminal penalties and civil affairs.

Have a common understanding of the handling of confidential business information and the impact of disclosure within the department and team.

Appropriately set access privileges for sensitive business information in the event of a transfer or termination.

Upon receiving a report of retirement, the chief will once again remind him of a ban on the release of confidential business information.

