

## Privacy Policy

### 1. Compliance with Applicable Laws and Ordinances

When handling Personal Information, Kuribayashi Sogo Law Office (“KSLO”) complies with the Personal Information Protection Act and other applicable laws and ordinances.

### 2. Purpose of Use of Personal Information

KSLO shall use Personal Information within the extent necessary to achieve the following purposes that relate to the provision of KSLO's legal services and recruitment of lawyers and office staff, etc. Except where permitted under the Personal Information Protection Act or any other relevant law or ordinance, we will not use Personal Information for any purpose outside of those listed below, without consent of the relevant person.

#### <Provision of KSLO's legal services>

- (1) Handling legal matters and sending and receiving communications relating to such legal matters.
- (2) Submission of information in connection with KSLO's legal services.
- (3) Mailing of KSLO courtesy announcements, invitations to seminars, newsletters and so forth.
- (4) Responding to various inquires.
- (5) Performing other business of KSLO in a proper and efficient manner.

#### <Recruiting lawyers and office staff>

- (1) Personal Information acquired for recruiting lawyers

Accepting a candidate's visit to KSLO, sending and receiving communications, conducting the selection process and determining whether to offer a position to a candidate.

Conducting personnel management and providing education and training after recruitment of a candidate.

- (2) Personal Information acquired for recruiting office staff

Sending and receiving communications concerning recruitment of office staff, conducting the selection process and determining whether to offer a position to a candidate.

Conducting personnel management and providing education and training after recruitment of a candidate.

### **3. Provision of Personal Information to Third Parties**

KSLO shall not provide Personal Information to any third party without the consent of the relevant person except as otherwise provided for by laws or ordinances.

### **4. Management of Personal Information**

KSLO will take all measures that are necessary and appropriate to prevent disclosure, loss, impairment and any other mistreatment of Personal Information. In order to ensure the safe management of Personal Information, KSLO will provide all necessary and appropriate supervision of its attorneys and other staff. When outsourcing the handling of Personal Information, KSLO will ensure all necessary and appropriate supervision of the outsourced service providers.

### **5. Requests for Disclosure, Amendment etc. of Personal Information**

KSLO may accept requests for disclosure and amendment etc. concerning Personal Information in the possession of KSLO from persons designated in such Personal Information in accordance with the Personal Information Protection Act. Contact details for inquiries are set out below.

### **6. Contact Details for Inquiries**

All requests, opinions, questions, complaints and other inquiries with respect to KSLO's handling of Personal Information should be referred to the address below.

Address : Kuribayashi Sogo Law Office

502 NBF Hibiya Bldg. 1-1-7 Uchisaiwaicho,

Chiyoda-ku, Tokyo, 100-0011 Japan

Tel : +81-3-3539-2555

Please note that our business hours are from 9:30am to 6:00pm, Monday to Friday.

### **7. Change in this Privacy Policy**

KSLO continuously strive to improve our policies and procedures for the handling of Personal Information, and as a result this privacy policy may be amended, as required.