

# Privacy Policy

## **Policy of personal information protection**

Hikari Kikai Seisakusho Co., Ltd. (hereinafter referred to as "We") characterizes the protection of personal information as an important social responsibility and comply with the laws and regulations and relevant standards related to personal information.

With regard to handling of personal information, in accordance with the policy given below for the protection of personal information, we try to acquire, utilize, manage and protect personal information properly and continuously review the policy and promote its improvement.

## **Acquisition of personal information**

When we acquire personal information from customers, we specify and clarify the utilization purpose in advance.

## **Utilization of personal information**

We handle the personal information we acquire from any customer in accordance with the utilization purpose specified in advance. If, for any reason, it is used beyond that scope of utilization purpose, we obtain consent from such customers in advance.

## **Management of personal information**

We set a management system in place to store personal information from customers and prevent unauthorized access to, loss or leak of personal information and thoroughly implement employee training.

Also, if any customer requests for correction or deletion of the personal information we receive from such a customer, we accommodate such a request to a reasonable extent.

## **Disclosure/provision of personal information to a third party**

We do not disclose or provide personal information we obtain from any customer to any third party without the permission of such a customer except for the following cases:

- When we obtain consent from the customer; (consent is uncountable)
- When it is judged that it is necessary to disclose it in accordance with the laws and regulations;
- When it is difficult to obtain consent from the customer in a situation where protection of human life and property should be prioritized.

## **Compliance with laws, regulations and standards and revision of policy**

We comply with Japanese laws and regulations and other standards applied to the personal information held by us and revise the contents of our policy as required for its improvement.

## **Inquiry**

For inquiries about handling of personal information, please contact the following:

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