# **Privacy Policy**

# [Range of Personal Information]

"Personal Information" is information about an individual. Information that can identify an individual, such as name, date of birth, email address, address, telephone number, and fax number, is defined as personal information.

## [Acquisition of Personal Information]

When using some services, we may collect Personal Information such as your name, date of birth, email address, and address. All of this information will be collected by lawful and fair means in accordance with the collection purposes below.

# [Purpose of use of Personal Information]

- To deliver e-mail magazines, newsletters, etc.
- To deliver ordered products
- To send direct mail and information
- To contact the customer

#### [Disclosure of Personal Information to Third Parties and Disclaimer]

We will not disclose Personal Information provided by customers to any third party except in the following cases.

- When the customer has consent
- When disclosure is requested by related organizations in accordance with laws and regulations, etc.
- In the above cases, when disclosing in a state where the individual customer cannot be identified
- When outsourcing the handling of Personal Information to the extent necessary for business execution

## [Shared use of personal data]

We may disclose the Personal Information of customers to business contractors if necessary. This refers to notifying the name and address of the customer to the company, etc. that has entrusted delivery services such as deliveries.

# [Safety management of Personal Information]

Regarding the management of customers' Personal Information, we determine a person in charge of management and manages it appropriately. We will strive to prevent the leakage of Personal Information to the outside.

We will take reasonable and strict safety measures against risks such as loss, destruction, falsification, and leakage due to unauthorized access to Personal Information.

Please note that we are not responsible for loss, destruction, falsification, leakage, etc. of Personal Information caused by reasons not attributable to us.

# [Change or Delete Personal Information]

If you would like to change or delete your Personal Information registered with us, please contact us using the inquiry form posted on our site to indicate that you wish to change or delete it.

# [Unsubscribe]

If you wish to unsubscribe notices, DMs, etc., please contact us using the inquiry form posted on this site.

2023.8 Ampersand Japan Inc.