

HANDLING OF PERSONAL INFORMATION

1. Acquisition of Personal Information

NPR-RIKEN Group shall acquire necessary personal information by legally fair means.

2. Purpose of Using Personal Information

NPR-RIKEN Group use personal information for the following purpose only in order to conduct our business activities:

- Receiving feedback from customers
- Responding to inquiries and requests from customers such as requesting documents.
- Researching market and developing new products and services.
- Guidance for events, seminars, and campaigns
- Sending E-mail news letters and documents.
- Providing information about products or services handled by NPR-RIKEN Group or its subcontractors.
- For any other purpose incidental and related our business.

3. Provision of Information to Third Parties

No personal information will be provided to any third party by NPR-RIKEN Group without prior obtaining consent by the person in question, except as required by applicable laws and regulations. NPR-RIKEN Group shall also handle information not categorized as personal information as if it is personal information to the extent possible. NPR-RIKEN Group may provide personal information to its subcontractor within the scope of the intended purpose of use, but always after concluding a confidential agreement and an agreement on the protection of personal information with such subcontractor to prohibit any unauthorized use of personal information for other than the intended purpose of use, and always takes safety control measures in such case.

4. Procedure of Disclosure

If you need disclosure, amendment, withdrawal or other changes of your personal information retained by NPR-RIKEN Group, please contact us. If we receive such request, we will conduct necessary investigation without delay in view of avoidance of information leakage and securing the correctness, and will take necessary action corresponding to your request within a reasonable time frame, only if and when we could confirm your identity as the requester. In such case, please note that you will have to bear the postage fee when we send you the result.