

## 'Handling of personal data in enquiries'.

\*Please note that the text for the handling of personal data in this enquiry is to be operated in Japanese, and that the English translation attached to this text is only for reference purposes.

(1) Name or title of organisation.

iJapan Ltd.

(2) Name or title, affiliation and contact details of the personal data protection manager (or their representative).

Personal data protection manager: Ayuna Uratani

Email : ayuna@igroupjapan.com

Telephone number : 03-4400-6977

(3) Purpose of use of personal data.

To respond to your enquiry.

(4) Provision of personal data to third parties

Personal information obtained shall not be disclosed to third parties except in cases where required by law.

It does not provide.

(5) Outsourcing the handling of personal data

The handling of personal information obtained may be outsourced in whole or in part to .

We may outsource all or part of the personal data we collect in the sale of educational materials. In such cases, we will take the best possible care.

(6) Consequences of not giving personal data.

Giving personal information is voluntary. If you do not provide some of the information relating to your personal data, we may not be able to respond to your enquiry.

(7) Disclosure of retained personal data and contact details for enquiries

At your request, we will comply with your request for disclosure, notification of the purpose of use, correction, addition or deletion of content, suspension of use, erasure, suspension of provision to third parties and disclosure of records of provision to third parties (hereinafter referred to as disclosure) in relation to personal data held by us.

For contact details for disclosure, please refer to "Contact details for complaints, consultations, etc. regarding our handling of personal information" below.

(8) Acquisition of personal data by methods not readily recognisable to the person concerned.

Personal information is obtained in a manner that cannot be easily recognised by the person concerned, for example by using cookies or web beacons.

Cookies are small information files that are exchanged between your computer and the website and are only used to improve the content of the website and the services provided to your satisfaction.

Web beacons are a technology that works in conjunction with cookies and enables us to monitor access from your computer and collect statistics on web page views and other

information.

However, if you do not wish to use cookies and web beacons, you can set your browser to stop using them.

(9) Privacy policy.

See our privacy policy on our website.

(10) Contact for complaints, consultations, etc. concerning the handling of personal data by the Company.

Name of contact point.	Personal information enquiries
Contact.	Contact person: Ayuna Uratani Address : 5F-21 Maruai Building, 17-20 Senju-Nakai-cho, Adachi-ku, Tokyo. Telephone : 03-4477-6977 Email: info@igroupjapan.com