

## Regarding the Handling of Personal Information

### 1. Name of Business Operator

MMI Corporation

### 2. Personal Information Protection Manager

Head of Management Department, Tel: 06-4805-7702, Email: [privacy@mmi-g.co.jp](mailto:privacy@mmi-g.co.jp)

### 3. Purposes for Using Personal Information

We will use the acquired personal information within the scope of the following purposes:

For Business Partners: For communication, cooperation, negotiation, fulfillment of contracts, and claims.

For Personal Information of Outsourcing Partners (Contact Information): For communication, cooperation, and supervision related to outsourced tasks.

For Our Employees: For employment screening and communication, labor management, deciding on appropriate contracted tasks based on experience and abilities, and information necessary for social insurance procedures, such as family structure and resumes.

For Job Applicants: For consideration and decision on hiring, and communication.

For Customers in Product Sales (Customer Information): For responding to inquiries, shipping products, and managing warranty periods.

### 4. Management of Personal Information

We will manage the provided personal information appropriately.

### 5. Use of Personal Information

The provided personal information will not be used for any purposes other than those listed in 3 above. Should there be a need to use the information for other purposes, or if the purpose itself changes, we will notify you in advance in writing. Moreover, personal information that becomes unnecessary in light of the purposes of use will be promptly and properly deleted or disposed of.

### 6. Disclosure and Provision of Personal Information to Third Parties

Acquired personal information will not be provided to third parties, except in cases required by law.

## 7. Joint Use of Personal Information

The provided personal information will not be jointly used with specific parties.

## 8. Disclosure of Personal Information

Upon request for disclosure of your personal information, we will respond within a reasonable period and scope after confirming that the requester is the person in question. However, we will not disclose information in the following cases:

If the identity of the person cannot be confirmed.

If the authority of a representative making the request cannot be confirmed.

For more details, please contact the inquiry desk below.

## 9. Correction, Addition, or Deletion of Personal Information

If you wish to correct, add, or delete (hereinafter referred to as "modify") some of your information, we will perform the modification within a reasonable period and scope after confirming your identity, provided that there is content that differs from the facts. However, we cannot respond in the following cases:

If the identity of the person cannot be confirmed.

If the authority of a representative making the request cannot be confirmed.

For more details, please contact the inquiry desk below.

## 10. Suspension of Use of Personal Information, etc.

If you wish to stop the use of your personal information and its provision to third parties, we will respond within a reasonable period and scope after confirming your identity. However, we will not disclose information in the following cases:

If the identity of the person cannot be confirmed.

If the authority of a representative making the request cannot be confirmed.

For more details, please contact the inquiry desk below.

## 11. Non-disclosure of Personal Information

In some cases, we may not be able to disclose all or part of your personal information, and we will inform you in writing in such cases. These include circumstances where:

There is a risk of harming the life, body, property, or other rights and interests of the person or a third party.

It significantly impedes the proper execution of our business.

The information relates to purchases made through external online stores.

It would result in a violation of laws.

12. Fees for Disclosure, Correction, Addition, or Deletion of Personal Information

Free of charge.

13. Complaint Reception

MMI Corporation, Management Department

Tel: 06-4805-7702, Email: [privacy@mmi-g.co.jp](mailto:privacy@mmi-g.co.jp)

14. Inquiry Desk

MMI Corporation, Management Department

Tel: 06-4805-7702, Email: [privacy@mmi-g.co.jp](mailto:privacy@mmi-g.co.jp)

15. Name of Accredited Personal Information Protection Organization and Contact for Complaint Resolution

We are subject to the following accredited personal information protection organization, which also serves as the contact for complaint resolution:

Name of Organization: Japan Association for the Promotion of Information Economy and Society (JIPDEC)

Contact for Complaint Resolution: Accredited Personal Information Protection Organization Office

Address: Roppongi First Building 12F, 1-9-9 Roppongi, Minato-ku, Tokyo, 106-0032

Tel: 03-5860-7565, 0120-700-779

Please note that this is not a contact for inquiries about