

Privacy Policy

1. Our Policy on the Protection of Personal Information

Matsui Mfg. Co., Ltd. Andon Webinar Week Division (hereinafter referred to as the "Company") acquires and uses Policy on the Protection of Personal Information

Matsui Mfg. Co., Ltd. Andon Webinar Week Division (hereinafter referred to as the "Company") acquires and uses information such as the participant's name, address, telephone number, and email address to smoothly carry out its operations. The Company recognizes the appropriate protection of this personal information (hereinafter referred to as "Personal Information") of the participants as a **serious responsibility**. To fulfill this responsibility, the Company handles Personal Information under the following guidelines:

(a) Compliance with Laws and Guidelines: The Company complies with the **Act on the Protection of Personal Information** and other related laws, regulations, and guidelines applicable to Personal Information. The Company handles Personal Information appropriately, conforming to generally accepted fair and reasonable practices regarding the handling of Personal Information. The Company also strives to improve its handling practices as needed.

(b) Internal Rules and Dissemination: The Company clarifies the rules regarding the handling of Personal Information and ensures they are thoroughly understood by employees. The Company also requests that business partners and others handle Personal Information appropriately.

(c) Specification and Scope of Use: When acquiring Personal Information, the Company specifies the purpose of use and notifies or publicly announces it. Personal Information is handled within the scope of that specified purpose of use.

(d) Supervision of Third-Party Contractors: When providing a participant's Personal Information to a third party to whom the Company outsources all or part of the handling of Personal Information for the purpose of achieving the purpose of use, the Company confirms that sufficient protection of Personal Information is implemented

by the outsourcing partner. The Company then concludes a contract concerning the protection of Personal Information and takes appropriate measures.

(e) Security Management: The Company takes necessary measures and performs appropriate management to prevent the leakage, loss, or alteration of Personal Information.

(f) Responding to Participant Requests: Regarding the Personal Data Retained by the Company, the Company will respond sincerely if a request for disclosure, correction, deletion, suspension of use, etc., is received from the participant themselves.

2. Purposes of Use

The Company acquires Personal Information necessary for the execution of its business. This Personal Information will be used for the following purposes:

1. For responding to inquiries related to the Service, and for the provision and operation of the Service.
2. For business matching with webinar distributing companies.
3. For analysis and examination aimed at the improvement, function enhancement, or other changes to the Service.
4. For distributing email newsletters and various other notices regarding the Service.
5. For contacting the participant for the purposes of surveys, questionnaires regarding the usage status of the Service, and update reports, etc..
6. For the creation of statistical data, analysis, and other marketing purposes.
7. For announcements, advertising, and promotion of the Service.
8. For distributing email newsletters and various other notices regarding third-party products, services, campaigns, and events or seminars organized by third parties.

The Company may provide the participant's Personal Information and other necessary information to third parties for each of the purposes of use listed above, and the participant consents to this in advance.

3. Management and Protection

Regarding the handling of Personal Information provided by participants, a **Personal Information Protection Administrator** is assigned. The Company strives to maintain the accuracy of Personal Information by implementing appropriate and strict management.

Furthermore, the Company implements necessary and appropriate security measures to prevent external leakage and to guard against risks such as unauthorized access from external sources, thereby striving for the **safe management of the participant's Personal Information**.

4. Provision to Third Parties

Third parties, including Yahoo Japan Corporation, may use advertising distribution services and acquire and utilize participants' visiting and behavioral history information on webinarweek.net through cookies or similar means. The visiting and behavioral history information acquired by such third parties is handled according to that third party's privacy policy.

Participants can stop the use of acquired visiting and behavioral history information for advertising distribution by using the opt-out mechanism provided by the third party's advertising distribution service.

- Yahoo Japan Corporation: <https://btoptout.yahoo.co.jp/optout/index.html>

5. Disclosure

Regarding the Personal Data Retained by the Company, if a participant wishes to **disclose their own information**, the Company will confirm that the requester is the person themselves. Except in cases stipulated by law, the Company will disclose the information without delay.

6. Correction, Addition, or Deletion

Regarding the Personal Data Retained by the Company, if a participant wishes to **correct, add to, or delete their own information**, the Company will confirm that the

requester is the person themselves. If the content contains information that is contrary to the facts, the Company will correct, add to, or delete the information without delay.

7. Suspension of Use/Erasure

Regarding the Personal Data Retained by the Company, if a participant wishes to **suspend the use, erase, or stop the provision to third parties of their own information**, the Company will confirm that the requester is the person themselves. If it is found that the participant's request is justified, the Company will suspend the use, erase, or stop the provision to third parties without delay.

8. Contact for Disclosure Requests, etc.

(1) **Reception Procedures** Requests regarding the applications specified in items 5, 6, and 7 above concerning the Personal Data Retained by the Company, as well as inquiries and complaints regarding the Company's handling of Personal Information, are entrusted to the designated service provider. Please contact the following reception desk. Note that the reception procedures will follow the separate procedures prescribed by the Company. Please be aware that requests for disclosure, etc., that do not follow these procedures may not be accommodated.

《Reception Desk》 Service Provider Name: Manarevo Co., Ltd. (株式会社まなれぼ)
Address: ONthe UMEDA, 1F Message Umeda Building, 2-16-19 Sonezaki, Kita-ku, Osaka-shi, Osaka 530-0057 Email: info@webinarweek.net

The reception hours are **10:00 AM to 5:00 PM on weekdays** (excluding Company holidays).

(2) **Fees** If the Company responds to a request for the notification of the purpose of use of Retained Personal Data or a request for the disclosure of Retained Personal Data, a **fee of 500 yen** (including consumption tax and local consumption tax equivalent) **per request** will be charged. Payment should be made by bank transfer or other specified method.