

## Privacy Policy

In this sentence, “first personal pronoun” like “i, my, me, mine, we, our and us” indicate GLOBAL GUIDE & TRANSPORT SERVICE Co., LTD. Likewise, “the second personal pronoun” means guests, users and clients. The Privacy Policy below explains how we collect, use, process, and disclose your personal information. In case you come across an unfamiliar words in the Privacy Policy, it has the same definition as outlines in our Terms and Conditions.

- A. Handling of personal information :** We handle your personal information in a lawful and fair manner, abiding by the regulations, social rules, guidelines and Act of Japan basis.
  
- B. Definition of personal information :** Personal information is basically your name, date of birth, and any data which can identify particular individuals.
  
- C. Collecting personal information :** We will identify the purpose of use and obtain it to the extent it becomes necessary and through a lawful and fair manner. We may acquire and use information which cannot be used to identify any particular individuals, such as the examples below, to operate the service of our website and improve its usability : Information of attributes (sex occupation) / History of your actions on the website (accessed URLs and search history) / Cookies (settings can be changed in the browser to stop the use of cookies) / Information of usage settings (IP address or types of browsers, the language of the browser, etc. / Information in device (identification of device used to view website)

#### **D. Reason of your personal-information-use**

We minimize to use of your personal information and will not do it for anything other than the purposes stated below.

- To provide users with access to our services on our site
- To communicate to users about our services and provide information
- To bill and receive payments from users for our services
- To respond to enquiries about our services
- To survey and analyze situations like the usage of our services
- To draw statistical data whereby individuals cannot be identified
- To inform users about campaigns and shipments
- To organize and manage seminars and other events
- To manage suppliers' information and execute other business matters
- To operate and manage recruitment
- To execute business outsourced to our company

#### **E. Use of personal information in statistical modeling**

We might draw up statistical models based on personal information, however, we use the data as classified and never open to the public. So we will use the statistical information freely without any limitations.

#### **F. Sharing of personal information with third parties**

We will not share, sell, rent or trade personal information without your consents, excluding the following situations. Third parties in abroad will be applied same condition.

- When abiding by laws and regulations
- When it concerns the security of life and property of the user and it is difficult to get their direct consent
- When promotion of the improvement of public health and the sound growth of children is required and it is difficult to get the direct consent of the user
- When there is a need to cooperate with the activities handled in accordance with laws and regulations of national institutions local

governments or subcontractors and requesting the consent of the users may disrupt the operations

- When it is deemed necessary for us to carry out tours stipulated in our Terms and Conditions
- When there is a need to outsource full or partial user's personal information in order to achieve user's request for services

### **G. Proper control of personal information**

The Company shall implement safety measures in a suitable manner to prevent any and all Personal Information from being accessed in an unauthorized manner, from being lost, damaged, altered, or leaked, etc.

### **H. Outsourcing the processing of personal information**

In the scope of achieving intended usage of the service, we will outsource full or partial user's personal information to a third party. We will take great care in supervising the safe management of personal information, under a signed contract concerning the protection of personal information with the consigned company.

### **I. Co-use of personal information**

In the scope of achieving intended usage of the service, we might share personal information with other departments within the company under our management responsibility.

### **J. Correction of personal information**

We will correct personal information registered with us under confirmation and examination on your demands.

### **K. Disclosure of personal information**

We will disclose personal information registered with our website along with the purpose of use if requested, abiding by the laws of the protection of personal information (principally, no personal information other than your access log). Further, we might ask for any expenses and fees needed for postage, in accordance with your request for the disclosure.

## **L. Suspension of use and disposal of personal information**

We will suspend the use of personal information or dispose of it on your request, abiding by the laws of the protection of personal information.

## **O. Exemption from the responsibility of personal information**

We will not take a responsibility for the acquisition of personal information by the third party in the following instances.

- When personal information is disclosed on user's own accord through our services or any way
- When it is possible to identify the individual through information provided on our website
- When personal information is acquired by other websites linked to our website
- When personal information is acquired through acts of injustice by a hacker

## **P. Modification of privacy policy**

We might modify the privacy policy based on predetermined way in which we defined, and if we do, we will publish the latest version of it on our website. We will assume that you have agreed to our newest privacy policy when our services are being used. Please make sure to check our latest privacy policy before using our services.

## **Q. Contact**

Please get in touch with us about personal information or our privacy policy with the address below. (e-mail-contact is easy and sure )

Zip code: 363-0024

Kamogawa 1-10-33 Okegawa City, Saitama Prefecture, Japan

GLOBAL GUIDE & TRANSPORT SERVICE Co., LTD

e-mail : [office@tokyo-limousine-international.co.jp](mailto:office@tokyo-limousine-international.co.jp)