



## **Notification regarding disclosure of “Retained Personal Data” and “Records of Provision to a Third Party”**

### **1 Company Name**

K.K. CrossVision International  
Akasaka Seventh Avenue Bldg., 5F 7-10-20, Akasaka, Minato-ku, Tokyo 107-005  
President/CEO: Jerry Lounsbery

### **2 Personal Information Protection Manager and Contact Information**

Personal Information Protection Manager: QA/Compliance Makoto Suemasu  
(Contact: Please refer to item 4 below)

### **3 Purpose of Utilization**

- (1) Personal information acquired through inquiries:
  - Responses to inquiries concerning the company and its services.
  - Providing information concerning the company’s products and services.
- (2) Information for employees and representatives of our business partners:
  - Internal Human Resources Management and Business Partnership Management operations.
- (3) Information of employment applicants:
  - Recruitment process.

### **4 Grievance / Consultation Desk regarding Personal Information**

Customer Consultation Desk  
K.K. CrossVision International  
Akasaka Seventh Avenue Bldg., 5F 7-10-20, Akasaka, Minato-ku, Tokyo 107-005  
TEL : +81-(0)3-3586-1548 FAX : +81-(0)3-5545-7818  
Email : [privacy@cvl.co.jp](mailto:privacy@cvl.co.jp)

### **5 Name of Accredited Personal Information Protection Organization and Contact for Resolution of Complaints**

Secretariat of Authorized Personal Information Protection Organizations:  
JIPDEC  
Roppongi First Building, 9-9 Roppongi 1-chome, Minato-ku Tokyo, 106-0032 Japan  
TEL : +81-(0)3-5860-7565 / 0120-700-779

## **6 Procedures for Responding to Requests for Disclosure, etc. (notification for the purpose of use, disclosure, correction, addition, or deletion of content, suspension of use, elimination, suspension of provision to third parties, and records concerning provision to third parties)**

- (1) Contact for requests for disclosure, etc.:
  - Please contact the Customer Consultation Desk in item 4 above.
- (2) Forms of documents to be submitted upon request for Disclosure, etc. and other methods of requesting disclosure, etc.:
  - Please contact the company by e-mail or telephone (including fax).
  - Appropriate steps will be taken after confirmation of your identity, or that of your representative.  
(In cases where it is difficult for a person to request disclosure in person, such as a minor or an adult ward, we will confirm whether the person requesting disclosure is the person's legal representative.)
- (3) How to confirm that the person requesting Disclosure, etc. is the person, himself/herself, or his/her representative:
  - Required documents for identification:  
*My Number* card, driver's license, passport, etc.
  - Required documents for legal representative:  
A copy of your family's register, extract from your family's register, certificate from the family court, etc.  
(In cases where there is a risk of harm to the rights and interests of the individual, the information may not be disclosed.)
- (4) How to charge fees for disclosure, etc.
  - For notification of purpose of use, or disclosure of personal information, a JPY 1,000 fee (including tax) will be charged as a handling fee. Please enclose JPY 1,000 and postage stamp to the Customer Consultation Desk as described in item 4 above when sending other confirmation documents, etc.
  - For correction, addition, or deletion of personal information, a handling fee will not be charged.

## **7 Measures Taken for Secure Management of Retained Personal Data**

In accordance with the company's Basic Policy on the Protection of Personal Information, we have implemented organizational, personnel, physical and technical safety measures based on the company's Information Security Policy and Outsourcing Rules to ensure the thorough protection of personal information. For more details, please contact our Personal Information Protection Manager.

Established November 11, 2010  
Updated on October 14, 2022