

Processing of Personal Information

UPTECH Co., Ltd. (hereinafter referred to as the "Company") will manage personal information in accordance with our Personal Information Protection Policies and is committed to safeguarding personal information. Specifically, we will process personal information as follows.

Acquisition and use of personal information

When we request you to provide your personal information, we will inform you in advance of the purpose of using your personal information and whether it will be disclosed to third parties. Furthermore, the personal information you provide will not be used for any purposes other than those specified. If we intend to use the information for purposes beyond those stated or if we change the original purpose of use, we will notify you in advance. Additionally, personal information that is no longer needed based on its intended use will be promptly and appropriately deleted and disposed of.

Prohibition on disclosure and provision of personal information to third parties

The Company will properly manage personal information received from clients and will not disclose such information to third parties, except in the following cases:

- (1) With the consent of the client;
- (2) When disclosing information to contractors to whom we outsource our business to provide necessary services to the client;
- (3) When disclosure is required by laws and regulations.

Inquiries by individuals

If you wish to inquire about, correct, or delete your personal information, we will respond to your request after verifying your identity.

Compliance with laws, regulations, and reviews

In addition to complying with Japanese laws, regulations, and other norms applicable to the personal information we hold, we will appropriately review the contents of these policies and make efforts to continuously improve them.