



Privacy Policy

This Basic Direction for Handling User Information sets down basic philosophy regarding the handling of user information at Cybozu, Inc. (hereinafter referred to as "Cybozu").

Our challenges:

1. Cybozu will collect information on you (user) upon clarifying the purposes of its use (hereinafter referred to as "User Information").
2. Cybozu will not disclose and/or supply User Information to a third party provided unless you agree to do so or it has a valid reason for doing so.
3. Cybozu will work to take reasonable technical measures and provide education to its employees, thereby preventing missing, falsification and/or leak of information.
4. When you express your desire to inquire for or correct User Information, Cybozu will promptly cope with the issue to the reasonable extent.
5. Cybozu will observe laws, regulations and other applicable guidelines for the protection of User Information and will also work to continuously review and improve the contents of our challenges.

Purposes of use of User Information and its provision to a third party

Cybozu will use any collected User Information for the following purposes:

- To support you in your using products or services provided by Cybozu;
- To provide information about Cybozu' new products and new services;
- To use it as basic data for making Cybozu' products and services more enhanced and more significantly valued;
- To identify you and get in touch with you where necessary.

Cybozu will not use User Information provided for any purpose other than the above purposes and the purpose for which you agree to use it. In case a necessity for the use of it for any other purpose arises, we will notify you to that effect in advance.

In the event that you are unwilling to offer User Information, you are entitled to

decline a request for such offer, but please note that in that case, you may be unable to use products or services provided by Cybozu.

Cybozu will never provide or disclose User Information to a third party except the followings:

- When Cybozu outsources the operations such as sales/delivery/support/introducing products updates, to Partner within the specified purpose.
- When you agree to disclose and/or share your information to others.
- When you go against the term of use and/or guideline, and disclosing your information is considered necessary to protect the rights, the properties, and/or the services of other customers and Cybozu.
- When there is an imminent danger to someone's life, body and/or property, and disclosing your information is needed urgently.
- When applicable laws and regulations requires to disclose your information.

Handling of cookies(*)

There are times Cybozu sends cookies to your web browser when you use Cybozu's products and/or services or when you visit its site.

However, Cookies do not contain any information enabling to determine the identity of an individual.

Therefore, nobody is able to identify you and thus your anonymity is protected unless you input User Information in services and/or on website.

In the event that you are unwilling to use Cookie, you are able to set your browser not to accept cookies, but please note that in that case, you may be unable to use products or services provided by Cybozu.

(*) What is a cookie?

A cookie is a small amount of data consisting of character strings that is sent to your browser from a web server.

This information plays a role like user's ID card that enables you to record your password and/or configuration information on it, thereby identifying you when you revisit the website and enabling to have setting status reappeared.

Access Log

With the aim of monitoring use trends and measuring advertising effectiveness, Cybozu is collecting access logs. Using access logs, such different items as IP address, the types of browser, domain name are collected and the access logs collected as such may be used by linking to the collected User Information. Moreover, we may contract out access log analysis to a third party.

With regard to the individual handling of access log, be sure to read individual terms of service and end-user license agreement.

On no event will our company be liable to you for any handling of User Information on the site that the link represents.