

[The governing language of this policy shall be Japanese.]

Privacy Policy

Efforts to Protect Privacy

1. Cybozu, Inc. (“Cybozu”) will collect personal information on you (“User”) after clarifying the purpose of use (“User Information”).
2. Cybozu will not disclose or supply User Information provided by a User to a third party unless you agree to do so or if Cybozu has a valid reason to do so.
3. Cybozu will assign a manager for each department handling User Information and strive to appropriately manage User Information.
4. Cybozu will work to take reasonable technical measures for the User Information databases, etc. as well as provide education to its employees to prevent losses, leaks or falsifications, etc. of information.
5. Cybozu will respond promptly within a reasonable period when a User would like to make an inquiry, correction, deletion, suspension of use, etc. of the User Information, etc.
6. Cybozu will observe laws, regulations and other guidelines, etc. for the protection of User Information and will also work to continuously review and improve our procedures and policies.

Cybozu’s Acquisition and Use of User Information, and its Provision to a Third Party

The main User Information to be obtained by Cybozu is as follows:

Information in relation to the User’s contact information such as the name, address, place of employment, department, position, type of industry, type of occupation, telephone number, facsimile number, e-mail address and User number, etc.; User-identifiable information such as credit card numbers, etc.; and other User specific information such as hobbies and preferences.

In the following cases, Cybozu will request User Information from the User or will automatically obtain the User Information:

- When you use trial services, or purchase or use products and services through application
- When a User who uses products and services makes an inquiry
- When you register for participation in a seminar
- When you register to receive an e-mail newsletter
- When you complete a questionnaire or apply for a prize or campaign
- When a User who uses products and services introduces a new User
- When we receive a question, etc. from a User, shareholder, mass media, etc.

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

- To provide and support your use of products and services of Cybozu
- To provide information about Cybozu’s new products and services, and seminars, etc. and to inform you about other information on Cybozu
- To inform you of winning a competition, sending a prize, etc.
- To provide basic data to enable us to enhance and improve Cybozu products and services
- To send letters of thanks for purchasing our products and services
- To respond to your inquiries

- To identify and contact you when necessary, etc.

Cybozu may record telephone calls with Users in order to accurately understand the content of the inquiries, and to improve the quality of correspondence with Users.

Cybozu will not use User Information provided by you for any purpose other than the above purposes or any purpose to which you have agreed upon provision of your User Information. In case any other purpose arises, we will notify you in advance.

User is entitled to refuse the provision of User Information if the User does not wish to provide, however, please note that in such a case, Cybozu may not be able to continue to provide access to Cybozu services.

In addition, User Information obtained by Cybozu may be used in combination with User Information already in its possession or User Information obtained from Partners including contractors.

Cybozu will not provide the User Information provided by User to any third parties, except in the following cases:

- When Cybozu outsources operations such as sales, delivery, support, product information, payment, etc. to a Partner or outsourcing party within the specified purposes for which the User Information was collected. Our Partners can be found here: [List of Partners](#)
- When the User agrees to disclose or share its User Information with others.
- When the User's actions are against our Terms of Use, guidelines, etc., and disclosing the User Information is considered necessary to protect the rights, property, services, etc. of other Users or Cybozu.
- When there is an imminent danger to a person's life, body or property, and disclosing your information is deemed to be needed urgently.
- When laws and regulations, etc. require Cybozu to disclose your information.

In the case of outsourcing a part of the services to be offered to Users to a Partner company, Cybozu shall enter into an agreement of outsourcing business including confidentiality obligations, and shall disclose only the necessary information within the scope of such necessary purposes. In addition, Cybozu prohibits the use of information for any business that is not for the purpose of providing the services.

General Participation Forums such as Bulletin Boards

Cybozu may provide services such as bulletin boards, chat rooms, news groups and other general participation forums. In such cases, Cybozu will designate terms of use and prompt Users to pay attention to the handling of User Information, and shall take measures such as monitoring the postings.

Handling of User Information on liked Websites

Our website contains links to websites operated by other service providers. User information on such linked websites shall be handled in accordance with the terms and conditions of such linked websites, and Cybozu shall not be responsible for it.

Inquiries on User Information

Cybozu receives inquiries about disclosure requests, correction requests, suspension of usage, complaints, consultation, etc. regarding the protection of User Information at the following contact point.

Cybozu, Inc. Contact point for User Information

contactus@cybozu.co.jp

This policy is subject to change without notice.

February 12, 2017 Amended

July 28, 2017 Amended