

Handling of Personal Information

[Company Name]

Kinko's Japan Co., Ltd.

[Personal Information Protection Manager]

Director in charge of the Business Division, Kinko's Japan Co., Ltd.

For contact information, please refer to the "Kinko's Customer Consultation Center" below.

[Purpose of Use of Personal Information]

Personal information entered by customers and obtained by the Company will be used for responding to inquiries and providing the services requested by customers.

For customers who request a quotation, such personal information will be used for responding to the quotation request.

The Company will also use such personal information for the purpose of enhancing the content of its services, including customer satisfaction surveys aimed at improving services, responses to customers by the Company or its group companies, and providing information on services and products. In addition, the Company will use such personal information as statistical data for product development and marketing activities.

[Provision of Personal Information to Third Parties]

The Company will not provide personal information obtained from customers to any third party, except where required by laws and regulations or where the consent of the individual concerned has been obtained.

[Outsourcing of the Handling of Personal Information]

The Company may outsource the handling of personal information within the scope necessary to achieve the purposes described in the "Purpose of Use of Personal Information" section.

[Requests for Disclosure, etc. of Retained Personal Data or Records of Provision to Third Parties]

The Company accepts requests concerning retained personal data for notification of the purpose of use, disclosure, correction, addition or deletion of content, suspension of use, erasure, suspension of provision to third parties, and disclosure of records of provision to third parties. These requests are collectively referred to as "Requests for Disclosure, etc."

For details of the procedures, please contact the Customer Consultation Center. Please note, however, that the Company may be unable to respond to such Requests for Disclosure, etc. in cases where disclosure or other actions are restricted by laws and regulations. Thank you for your understanding.

[Notes on Entering Personal Information]

The Company may contact customers by telephone for the purposes of use described in the "Purpose of Use of Personal Information" section.

Please note, however, that if no telephone number is provided, the Company may be unable to contact the customer.

[Voluntary Provision of Personal Information and Consequences of Not Providing Such Information]

All items of personal information to be obtained are provided voluntarily by the individual concerned.

However, if the required information is not provided, the Company may be unable to properly provide the various services, procedures, or processing described in the purposes of use.

[Acquisition of Personal Information by Methods Not Easily Recognizable by the Individual]

The Company does not acquire personal information by methods that are not easily recognizable by the individual, such as through the use of cookies, web beacons, or similar technologies.

[Security Control Measures for Personal Information]

The Company will take necessary and appropriate measures for the prevention and correction of leakage, loss, or damage of acquired personal information, and for other security control measures for personal information.

This website implements encryption measures using TLS/SSL.

[Contact for Complaints and Consultations Concerning Personal Information]

Kinko's Customer Consultation Center

Telephone: 0120-001966

Reception Hours: Weekdays, Monday to Friday, 9:00 a.m. to 6:00 p.m.