

Privacy Policy Notice (GDPR)

This Privacy Policy Notice (“Notice”) specifically addresses how our organization, Kappa Medical K.K. (Tokyo, Japan), uses the personal data we collect to comply with the EU General Data Protection Regulation (GDPR) or UK GDPR for residents of the EU/EEA member states and the UK. For other matters regarding our usage and management of personal information, please refer to our Privacy Policy (“Policy”).

1. What personal information do we collect?

We collect the following data in the following method:

- 1) Personal information provided directly by our customers and business partners (including those who may become our customers or business partners. The same applies hereinafter.)
 - Name and portrait, including still image information
 - Information related to contact information such as e-mail address, telephone number, address, etc.
 - Information related to professional profile, such as affiliation, department, title, etc.
 - Information related to means of payment such as credit card information, bank account information, electronic money information, etc.
 - Information entered or transmitted through contact forms or other methods determined by us.
- 2) Personal information that is publicly disclosed or published
 - Name and portraits, including still image information
 - Information related to contact information such as e-mail address, telephone number, address, etc.
 - Information about professional profiles such as affiliations, departments, titles, etc.
- 3) Personal information of employees and candidates for employment
 - Name, date of birth, gender, and portrait, including still image

information

- Information related to contact information such as e-mail address, telephone number, address, etc.
- Information related to professional profiles such as affiliations, departments, titles, and work history, including resumes and CVs, educational background, etc.
- Information related to means of payment, such as bank account information and electronic money information

4) Information regarding our website's visitor

- referrer
- IP addresses
- Server access logs
- Cookies and other identifiers

When obtaining personal information as specified in 1) through 4) above, we will clearly state the purpose of use at the time of acquisition, except in cases where the method of use is obvious, and will not acquire personal information through improper means.

2. How do we collect your data directly?

We collect data and process data when you:

- Send emails or meet us directly for business purposes.
- Sign-up forms to order any of our products or services.
- Voluntarily complete a customer survey or provide feedback via email.
- Make personal information available to the public.
- Use or view our website via your browser's cookies.

3. How will we use your data?

We collect your data so that we can:

Purposes of data use

Lawfulness

For our clients and potential clients	
<ul style="list-style-type: none"> Process your order and manage your account 	To fulfill the contract
<ul style="list-style-type: none"> Email you about the updates on our services we think you might like 	To pursue our legitimate interests
<ul style="list-style-type: none"> Research and analyze the usage history of our website 	To pursue our legitimate interests
<ul style="list-style-type: none"> Respond to your opinions and inquiries regarding our service 	To fulfill the contract
<ul style="list-style-type: none"> Prevent fraudulent purchases by sending the information to credit reference agencies 	To pursue our legitimate interests
<ul style="list-style-type: none"> Inform you of important notices regarding our services, including Privacy Notice 	To comply with a legal obligation
For our business partners and potential business partners	
<ul style="list-style-type: none"> Process our orders and manage our business with our subcontractors 	To fulfill the contract
For our employees and employment candidates	
<ul style="list-style-type: none"> Manage our employees and retirees for general administrative purposes as an employer 	To pursue our legitimate interests
<ul style="list-style-type: none"> Contact and manage employment candidates for recruitment selection and hiring 	To pursue our legitimate interests

4. How do we store your data?

Our company securely stores your data in the data centers in Japan, Asia Pacific Regions, or the EU for our contracted cloud services.

We will endeavor to keep personal information accurate and up-to-date and protect it from unauthorized access, falsification, leakage, loss, or damage. To this end, we have established personal information protection rules and implemented the following security measures.

- 1) Personnel security measures: Our workplace rule protects personal data. We will mandate regular training sessions for our employees, officers, and subcontractors who manage personal data.
- 2) Physical security measures: We set measures to control computers or mobile devices brought in by employees and officers and prevent theft or loss of the computers or mobile devices, electronic media, and documents.
- 3) Technical security measures: We introduced systems to protect information handling personal data from unauthorized external access or software.

We usually keep your personal information for ten years from the last use. Once this period has expired, we will electronically delete your data from our system or discard physical media, such as paper, containing your data after appropriate destruction of the media.

5. Marketing

For marketing purposes, we will not share your information about our products and services with our partner companies.

6. What are your data protection rights?

We want to ensure you fully know your data protection rights. You are entitled to the following:

- The right to access: You can request copies of your personal data from our company. We may charge you a small fee for this service.
- The right to rectification: You can request that we correct any information you believe is inaccurate. You can also request us to complete information you believe is incomplete.
- The right to erasure: You can request that we erase your data under certain conditions.
- The right to restrict processing: You can request that we restrict the processing of your data under certain conditions.
- The right to object: You can object to our processing of your data under certain conditions.

- The right to data portability: You can request that we transfer the data we have collected to another organization or directly to you under certain conditions.

7. What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

8. How do we use cookies?

Our Company uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in.
- Understanding how you browse and use our websites.

9. What types of cookies do we use?

There are several types of cookies; however, our website uses cookies to recognize you on our website and remember your previously selected preferences, such as your preferred language and location. The files our website sends as cookies do not contain any personal data. We do not use third-party cookies.

10. How to manage cookies

You can turn off cookies by changing your browser settings. However, some of our website features may not function if cookies are turned off.

11. Privacy policies of other websites

Our website contains links to other websites. Notice and Policy applies only to our website, so you should read their privacy policy if you click a link to another website.

12. Changes to Notice and Policy

Our Company keeps Notice and Policy under regular review and places any updates on this web page. Notice was created on 5 August 2024, and

Policy was created on 5 August 2024.

13. How to contact us

We have appointed Prighter Group with its local partners as our privacy representative and your point of contact for the following regions:

- European Union (EU)
- United Kingdom (UK)

Prighter allows you to exercise your privacy-related rights (e.g., requests to access or erase personal data). If you want to contact us via our representative, Prighter, or make use of your data subject rights, please visit the following website: <https://prighter.com/q/17500989957>

14. Precedence of the Notice

For transactions to which GDPR or UK GDPR applies, the Notice takes precedence over the Policy. If the provision of the Notice differs from the provisions of the Policy, provisions of the Notice will apply. However, for details not specified in the Notice, the provisions of the Policy will apply.

15. Our company information

Kappa Medical K.K.
1-12-4 Ginza, N&E BLD. 6F
Chuo-ku, Tokyo 104-0061, Japan
Phone: +81 (0)50-4720-3070
E-mail: privacy@kappa-medical.com