# **Privacy Policy**

International Toiletries Co., Ltd. (hereinafter referred to as "Our Company") We believe that it is our crucial social responsibility to treat personal information (address, name, date of birth, telephone, e-mail address etc.) provided by you in an appropriate manner, and makes utmost efforts to handle properly and protect your personal information as follows.

## 1. Purpose of using personal information

Collected personal information is used sorely within the scope of use accepted at the time of giving (for sending catalogs, answering to inquiries, and job application etc.) and not to be disclosed to third parties as a general rule.

#### 2. Personal information management

Our Company strives to properly manage personal information and will take necessary and appropriate measures in order to protect illicit access, falsification, destroy, divulgation, and loss etc.

## 3. Personal information disclosure to third parties

Our Company will manage properly personal information collected from you and will not disclose personal information to third parties with the exception of the instances detailed below.

- •When you have given specific consent
- •When service is outsourced to provide service requested by you
- •When required in accordance with laws and regulations

# 4. Legal Compliance and revision

Our Company will comply with all laws and other standards related to the protection of personal information, and will review and improve mechanisms for personal information management including this policy.