

# PRIVACY POLICY

## **About PASCO and this Privacy Policy**

PASCO CORPORATION (“PASCO”) has its registered offices at 1-1-2 Higashiyama, Meguro-ku, Tokyo, Japan. In this Privacy Policy, we use the term PASCO (and “we”, “us” and “our”) to refer to the head office of PASCO at the registered address above, its affiliates.

Please take a moment to read the following policy which explains how we collect, use, disclose and transfer the personal information that you provide to us on our websites (hereinafter referred to as the “**Platforms**”).

## **Updates to this Privacy Policy**

From time to time we may update this Privacy Policy. When we do we will publish the changes on these Platforms.

## **Information you provide to us and how we use it**

To access certain areas of our Platforms, you will need to register with us. During the registration process you will be asked to submit personal information about yourself (including e-mail address, and, if you make a purchase with us, your name, address, telephone number and payment details). By entering your details in the fields requested, you enable PASCO to provide you with the services you select.

In addition, we may also collect personal information from you when you correspond with us (for example, if you contact us with a query about one of our products or services).

We also collect certain information automatically about visitors to our Platforms, described in the section headed "*Cookies and other information that we automatically collect*", below.

We will use the information we collect from you to:

- Contract implementation
- Product sales and services
- Communication for general maintenance
- Providing information regarding products and services
- Sending in invitations for seminar sessions, exhibitions and events

- Providing support for products and services
- Handling inquiries
- Product development
- Conducting and analysing questionnaires
- Purposes pertaining to above purposes of use

### **Cookies and other information that we automatically collect**

Like most websites, PASCO logs IP addresses and uses cookies and similar technologies that allow us to recognise you and to customise your experience, and provide us with information about the way our Platforms visitors access our Platforms. You can find out more about how we use cookies and related technologies below.

#### ***What is a cookie?***

Cookies are text files containing small amounts of information which are downloaded to your computer or mobile device when you visit a website or mobile application. They are used to recognise your computer as you move between pages on a website, or when you return to a website or mobile application you have visited previously. Cookies are widely used in order to make platforms work, or to work more efficiently, as well as to provide information to the owners of the platform.

We use cookies to enhance the online experience of our visitors (for example, by remembering your language and/or product preferences) and to better understand how our Platforms is used. Cookies may tell us, for example, whether you have visited our Platforms before or whether you are a new visitor.

#### ***How to control or delete cookies***

You have the right to choose whether or not to accept cookies and we have explained how you can exercise this right below. However, please note that if you choose to refuse cookies you may not be able to use the full functionality of our Platforms.

You can set your cookie preferences by using our cookie consent tool or by changing your browser settings so that cookies from these Platforms cannot be placed on your computer or

mobile device. In order to do this, follow the instructions provided by your browser (usually located within the “Help”, “Tools” or “Edit” facility).

Further information about cookies, including how to see what cookies have been set on your computer or mobile device and how to manage and delete them, visit [www.allaboutcookies.org](http://www.allaboutcookies.org) and [www.youronlinechoices.eu](http://www.youronlinechoices.eu).

### ***IP addresses***

We may collect information about your computer or mobile device, including where available your IP address, operating system, log in times and browser type. We use this information to better understand how visitors use our Platforms and for internal reporting purposes. We may anonymise and share this information with advertisers, sponsors or other businesses.

### **Sharing your information**

We do not rent, sell or share personal information about you with other people or non-affiliated companies except under the following circumstances:

- To third party providers who provide services on our behalf such as online and other payments, processing credit card transactions and handling credit checks and fraud prevention.
- We may disclose your personal information to any law enforcement agency, court, regulator, government authority or other third party where we believe this is necessary to comply with a legal or regulatory obligation, or otherwise to protect our rights or the rights of any third party.
- We may disclose your personal information to any third party that purchases, or to which we transfer, all or substantially all of our assets and business. Should such a sale or transfer occur, we will use reasonable efforts to try to ensure that the entity to which we transfer your personal information uses it in a manner that is consistent with this Privacy Policy.

### **International Transfers**

Information we collect may be transferred to, stored and processed in Japan where one or more of our affiliated companies are located or maintain facilities.

Japan may not have the same standards of data protection as those within your home country, we will continue to protect the personal information we transfer in accordance with this Privacy Policy.

### **Protecting your information**

We want you to feel confident about using our Platforms, and we are committed to protecting the personal information we collect. We limit access to personal information about you to employees who reasonably need access to it, to provide products or services to you or in order to do their jobs. We have appropriate technical and organisational physical, electronic, and procedural safeguards to protect the personal information that you provide to us against unauthorised or unlawful processing and against accidental loss, damage or destruction.

### **How to edit, delete or access your personal information**

You have the right to ask for access to any personal information that we hold about you in our records, to correct any inaccuracies and to update any out-of-date information. You can also ask us not to send you direct marketing communications (however please note that we may continue to send you service related (i.e. non-marketing) communications, such as e-mail updates on your order status). If you wish to exercise any of these rights, please write to us at the address listed below.

You may unsubscribe from e-mail marketing communications at any time by e-mailing the address below in the section headed "*Contact us*" or clicking on the 'unsubscribe' link in any PASCO marketing e-mails.

### **Contact us**

If you have any questions or comments about this Privacy Policy, or privacy matters generally, please contact us at the address provided below. You can also use this address if you wish to request access to the personal data we hold about you.

Email: intl\_info@pasco.co.jp

**Last updated: May 2018**