

Privacy Policy

Imageworks Corporation is a corporation with several businesses including communication products, digital business cards, natural water business, Baidoo map register reception center, and Japanese teahouse service. While performing these services, we hope our customers understand our privacy policy that all personal information is safely stored, used and handled. The usage of all personal information complies with laws, national guidelines and regulations regarding information security. With respect to all of our customers, we hope to gain your trust so that you may have faith in us as we continue to provide numerous services.

Acquisition and use of personal information

According to the services we provide, proper acquisition and use of our customers' personal information all go through legal process, and we try our best to use the least amount of personal information needed.

Terms and policies

Not only do we follow laws, national guidelines and regulations regarding personal information security, we also try our best to protect it.

Management of personal information

We understand the danger of unauthorized access, destruction, leak, and loss of personal information. If any problem were to occur, we will take full responsibility and do what is right to fix it and ensure that it doesn't happen again.

Contact us

Any kind of privacy complaint, end of usage, etc. will be responded to appropriately.

Continuation of improvement

We have a complete system of managing our customers' personal information. Our staff understands the regulations of personal information protection and will review our procedures periodically so that we may continue to improve.

Established: January 6th, 2006

Edited: February 25th, 2017

Imageworks Corporation

CEO Kenji Sawada

<Personal information support center>

Personal information protection administrator Hideaki Fukui

TEL 075-496-5550

How we handle personal information

Imageworks Corporation has established “Personal Information Protection Principles” as a privacy policy on handling personal information. The following is about the collection, use, and rights of personal information.

(1) Who’s handling your personal information

Imageworks Corporation

(2) What we use personal information for

We only use our customers’ personal information for the following purposes:

①Personal information for disclosure (Directly acquired personal information documentation)

Type	Purpose
Client information	Business management, contacts , and payment management
Employee information	Employee management (Business, labor, human resource, salary, welfare system)
Applicant information	To provide information, judge, and notify the applications the results.
Retirement information	To contact and respond to any questions from our retiree.
Customer information	Sales of communication services Sales of water server Provision to Sansan’s system Baidoo map register reception center Kyoto’s teahouse service
Contact support information	To answer and respond to our customers’ questions.
Personal or representative information	When asked for disclosure of personal information

②Non-disclosure personal information (Indirectly acquired personal information documentary)

Type	Purpose
Personal information from commissioned	Agreement, contact, follow-through, and aftercare service for commissioned company.

company	
Personal information from job sites	To judge and notify our applicants about the result.

(3) Personal information support center

Please refer to the disclosure procedure below.

(4) Personal information protection organization that belong to us

None

(5) Disclosure Procedure

If by any occasion we were to be asked for the notification of the purpose of use, disclosure, correction, addition or deletion of contents, or stop of use, there will be a confirmation with our customer or their representative.

- There are occasions when we can no longer offer services to our customers after our customers' information has been deleted or canceled.
- All personal information provided is of our customers' own will.
- If our customer refuses to provide their personal information, there are occasions where we will not be able to answer questions related to disclosure of personal information. In this case, we will not be responsible for any loss profits.

(6) Support center for disclosure of personal information

If you are requested for disclosure of personal information, please contact our support center below. We will send you our "Personal information disclosure request form" through mail, FAX, or e-mail after you contact us. After you receive our request form, please send us the filled-out form and all the documents needed. (We do not pay for shipping fee)

After confirmation of the documents, we will answer your questions.

【Support center】

	Personal information support center
Location	Personal information protection administrator : Hideaki Fukui Address : Room 213, Building #6, Kyoto Research Park, 93 Chudoji Awatacho, Shimogyo-ku, Kyoto City Telephone/FAX : 075-496-5550/075-315-8112 E-mail : fukui@i-w.co.jp