

## Privacy Policy

March 2020

Japan Plant Factory Association (hereafter referred to as "JPFA") operates the website (hereafter referred to as the "Site") under the laws of Japan. This page informs you of our policies as pertains to handling provided Personal Information.

As stipulated below, all employees shall thoroughly recognize the importance of protecting Personal Information obtained through the activities of JPFA and will work to address it.

### Purpose of using Personal Information

Except where the prior consent of the individual has been obtained, or where it is permitted by law, JPFA shall use Personal Information only within the scope required to achieve the following purposes.

- 1) To provide our services and information of our/related activities
- 2) To improve our activities and services

### Security Control Action

JPFA shall endeavor to keep the content of Personal Information accurate, complete, and up to date within the scope of the purpose of use, and shall take the necessary and appropriate secure management measures in order to prevent unauthorized access, leakage, tampering, loss or damage, etc.

Once the purpose of using Personal Information is completed and JPFA determines that it is not necessary to keep it, this Personal Information may be deleted.

### Prohibition of disclosure of Personal Information to third parties

JPFA shall not provide Personal Information to a third party without obtaining the consent of the individual unless it applies the following cases.

- In case JPFA discloses to the outsourcing/contracting/consignment company for providing the requested service
- In case it is necessary to disclose in accordance with laws and ordinances

### Cookies

The Site may use cookies to provide better services that are customized for individual use. "Cookies" are files with a small amount of data which may be stored on your computer while browsing. The use of cookies allows us to identify your computer as an online visitor and to restore some of your information. It is not possible to identify individual users. By using the Site, you consent to the use of cookies. You can disable cookies in your browser settings, but please note that turning "cookies" off may cause some certain Site features not to be available.

### Access log

On the Site, the access time, IP address, referrer, etc. of the visitor may be recorded as an access log. The access log is used to analyze the usage of the customer in the operation of the Site.

### Compliance with laws and norms

When handling Personal Information, JPFA shall comply with Japanese laws and other norms relating to the protection of Personal Information.

### Disclaimer

This privacy policy covers the Site. No guarantee is given to the completeness and accuracy of the information posted on the Site. JPFA shall not be liable for any direct or indirect loss resulting from the use of information and content posted on the Site. JPFA also shall not be liable for any unauthorized use of Personal Information by a third party due to the carelessness of the customer.

### Inquiry

For inquiries regarding the handling of Personal Information, please contact the following.

Japan Plant Factory Association (JPFA)  
6-2-1 Kashiwanoha, Kashiwa, Chiba, 277-0882 Japan  
info.english@npoplantfactory.org

