

To:DNP Art Communucations Co.,Ltd.

Fax : +81-3-6431-3705

Date

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※ I agree to the "Privacy Information Policy" (on page 2 of this Form).

Organization

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Phone number

\_\_\_\_\_

Fax number

\_\_\_\_\_

E-Mail

Content of inquiry

3-5-20, Nishigotanda, Shinagawa-ku, Tokyo ,141-8001, Japan

Phone : +81-3-6431-3702 Fax : +81-3-6431-3705 <http://images.dnpartcom.jp/>

DNP Art Communications Co.,Ltd.

## 《Privacy Information Policy》

In connection with management of the image archives, DNP Art Communications Co., Ltd. (hereinafter called "Our Company") shall treat privacy information of our customers in the following manner.

### 1. Information to be filled in.

When a client wants to place an order for an image, register as a user or raise a question for our company, please fill out following information.

- Name of corporation or organization
- Name of Division or Department
- Name of contact person
- Postal address
- Telephone number
- Facsimile number
- e-mail address

Please be aware that entries of wrong information in the essential entry box may not enable our company to answer you or to loan required image data.

### 2. Purpose of Use

Our company shall use privacy information of our customers for the purposes listed below.

- To send images.
- To answer questions from customers
- To register as the user of the images archive website.
- To send such documents as written estimates, loan slips and invoices for images on loan.
- To send IDs and passwords to download images.
- To acknowledge receipt of rental fees or remind payments.
- To maintain records of transactions relating to the rent of images.
- To perform the business of the rent of images properly and smoothly.

### 3. Disclosure to third parties

Our company shall not disclose or supply privacy information of customers to third parties. When any need arises to do so, our company shall inform our customers to obtain a prior consent.

### 4. Entrust of handling

In connection with server and system management of the image archives, our company shall entrust a DNP group company to handle privacy information of our customers.

### 5. Protection and management

Our company shall use various security technologies and procedures to protect privacy information of our customers from unauthorized access or leakage.

### 6. Inquiries

Any inquiry regarding the notification of purpose, disclosure of privacy information, correction or termination of use, or the Private Information Policy shall be made using the question form.

<Responsible for privacy information>

Manager

Office of Information Security Promotion

DNP Art Communications Co., Ltd.