

## Protection of Personal Information

Date of Establishment: May 7, 2005

Revised Date: March 31, 2005

Nihon Gene Research Laboratories, Inc.  
CP Administrator, Katsutoshi Asano

We will handle personal information of customers and we would like to explain how we handle it as follows;

### 1. Our basic Attitude how to handle personal information

We declare policy for protection of personal information and we will keep our employees and related personnel informed of it, and at the same time we will practice, improve and maintain it. And we will obtain personal information by lawful procedures and not by illegal way, and at the same time we will inform the said person that it's up to him to give his personal information and not obligatory for him to do so, and further inform him the result occurring to him in the event of not informing such information.

### 2. Personal information we handle

- (1) Personal information of the person whom we exchanged our name cards.
- (2) Personal information submitted by our customers for achieving our businesses.
- (3) Personal information that customers themselves disclosed by our web form, e-mail, Fax and telephone.

### 3. Purpose of using personal information that we possess

- (1) Execution of contracts with customers and management of contracts.
- (2) For handling of inquiries from customers regarding performance of our businesses and contents of our businesses.
- (3) We will clearly specify the purpose of use and contact information for the matters other than above at the time of obtaining personal information and we will not use the information beyond the range that we've specified to the customers.

### 4. Nondisclosure and non-supply of personal information to 3<sup>rd</sup> party.

We will not disclose or supply customer information to any 3<sup>rd</sup> party in principle other than the below cases.

- (1) In case the said person agreed to supply or disclose.
- (2) By order of laws and ordinances.

(3) When it is specially necessary to protect life, body and properties of the people, but it's difficult to get the consent of the said person.

#### 5. Safety Measures against protection of our customer information

(1) We will take necessary corrective measures as well as reasonable safety measures to prevent leakage, loss and damage of customers' personal information. But, please be reminded that there is no absolute technology

to prevent unlawful access to the personal information.

(2) We will practice regular education of protection of personal information to our employees.

#### 6. Acquisition of personal information from website

##### (1) Cipher

We will set up the system for our customers to send their personal information safely by using cipher (SSL) and for us to obtain the information in the same manner.

##### (2) About Cookies

We have the chance to use "cookie" in our website. Cookie means a small file exchanged between our website and customers' PC, and we will use it only for the purpose of improving our website and services to our customers. We will not collect information by specifying customers' PC with cookies but you can stop the use of cookie by setting up the browser in your PC in case you don't wish to use it.

#### 7. Contact information for disclosure and complaint of personal information

You can ask for notification and disclosure of purpose of use, disclosure, stop of use, deletion of the information and stop of providing the information to 3<sup>rd</sup> party. And, as a result of disclosure of personal information, you can ask for correction, addition and deletion of the information( hereafter called " Request for disclosure & so on".

However, please be reminded that there might be a case that we cannot comply with the Request for disclosure & so on.

On the other side, you can consult us for complaints and inquiries. And, we might ask you to submit the request in paper and ask you to identify yourself. We will deal with the request for disclosure & so properly within the reasonable range and for this purpose. we have opened following exclusive Contact Information.

Contact information for protection of personal information

Nihon Gene Research Laboratories, Inc.

External Contact Information for Protection of Personal Information

Keikyu-Sendai-Plaza 101, 3-8-19 Haginomachi, Miyagino-ku, Sendai Miyagi, 983-0043, Japan

Nihon Gene Research Laboratories, Inc. External Contact Information for Protection of Personal

InformationE-mail : [kanribu@ngrl.co.jp](mailto:kanribu@ngrl.co.jp)