

## Handling of Personal Information

**Sumitomo Fudosan Villa Fontaine Co., Ltd.**  
**(a personal information handling business)**

We keep your personal information necessary for our businesses. We hereby notify you of our handling and protection of personal information in accordance with the provisions of the Act on the Protection of Personal Information (*Kojin Joho Hogo Ho*) as follows:

1. Protection policy of personal information	We endeavor to appropriately handle and to protect personal information by respecting and complying with the applicable laws and regulations regarding the protection of personal information and with the social order.
2. Personal information in our possession	We hold customers' personal information (information that can identify customers, such as names, addresses, birth dates, places of work, salaries, telephone numbers, and e-mail addresses).
3. Purpose of use of personal information	<ol style="list-style-type: none"><li>1. Performance of agreements and provision of information and services relating to the hotel business</li><li>2. Sales and marketing activities (such as surveys) by mail, telephone, e-mail, or other methods in order to provide the information and services stated in 1 above. Customer trends analysis and research analysis, such as for product development.</li><li>3. Other purposes incidental or related to our businesses or the businesses of other companies belonging to our group</li><li>4. Provision of personal information to third parties only when granted consent by the person concerned</li></ol> <p>We will stop providing information and services to you if you so request.</p>
4. Shared use of personal information	<p>We engage in shared use of the personal information we hold as follows.</p> <ol style="list-style-type: none"><li>1. Types of information Names, addresses, birth dates, places of work, salaries, phone numbers, e-mail addresses, etc.; information provided to us by customers</li><li>2. Parties with whom we engage in shared use<ul style="list-style-type: none"><li>• Companies belonging to our group</li><li>• Companies that provide the services offered by us and our group to customers staying at hotels, and other related parties to the extent necessary in order to provide services performed under agreements executed with customers by us and our group companies</li></ul></li><li>3. Purpose of use The same as stated in "Purpose of use of personal information" above.</li><li>4. Party responsible for management of personal information See section 5 below.</li></ol>
5. Responsible department for management of personal information	<p>Sumitomo Fudosan Villa Fontaine Co., Ltd.</p> <p>Information Desk for Handling of Personal Information 2-4-1, Nishi-shinjuku, Shinjuku-ku, Tokyo, 163-0820 Tel: 03-3346-1434 (office hours: 9:00 – 17:00 on business days)</p> <p>Please contact us at the above number or e-mail address for inquiries regarding personal information and for disclosure of, amendment to, or discontinuance of use of personal information.</p>