

## **PRIVACY POLICY**

We at Gallery & Lodge Noichigo are committed to protecting the privacy of our customers. Any personal information provided to us is collected, used and disclosed in accordance with the protection of privacy act and its related guidelines in Japan. In this policy, personal information includes recorded information about an identifiable individual, such as name, address, e-mail address and phone number (and it may include passport number of all foreign nationals who are not residents in Japan as the requirement from the Ministry of Health, Labor, and Welfare in Japan.), and that is not otherwise publicly available and is not part of your work identification.

This policy is subject to change without notice. We suggest you to review this privacy policy each time you access the website of Gallery & Lodge Noichigo.

## **HOW YOU MAY PROVIDE US YOUR PERSONAL INFORMATION**

1. By making a reservation with us
2. By registering at the time of check-in
3. By providing it to us in communications regarding service delivery such as greeting cards
4. By providing it to us at exhibitions which Gallery & Lodge Noichigo joins or holds

## **HOW WE USE PERSONAL INFORMATION**

The personal information provided to us is used for the purpose for which it was collected or for a use consistent with that purpose. For example, personal information may be used to:

- Respond to inquiries
- Obtain feedback on vacation experience
- Send your belongings that you left upon your request
- Send information about new service and exhibition
- Send seasonal greetings
- Send products, invoice, information in proceeding online purchase or/and purchase at the gallery

At any time, anyone may request that we stop communicating by either updating or contacting us directly.

## **SECURITY OF YOUR INFORMATION**

The personal information submitted is secure once it reaches Gallery & Lodge Noichigo. In transit between a computer and the server, however, it may not be secure. Therefore, we cannot guarantee that information will not be disclosed in ways not otherwise described in this policy.

Gallery & Lodge Noichigo will protect your personal information with appropriate security safeguards.

Gallery & Lodge Noichigo will strive to keep your personal information as accurate and up to date as is necessary for the purposes identified above.

## **WHEN WE DISCLOSE PERSONAL INFORMATION**

Gallery & Lodge Noichigo will not use or disclose your personal information for any other purpose than those identified in this policy, except with your consent.

Personal information may be shared with a public authority or an agent of public authority if in the reasonable judgment of Gallery & Lodge Noichigo it appears that there is an imminent danger to life or property which could be avoided or minimized by disclosure of the information, or which disclosure is compelled by legal authority.

## **QUESTIONS**

General questions or comments about the privacy policy can be directed by phone or e-mail to us.