

Privacy Policy

Levii Inc. (hereinafter referred to as the “**Company**”) comply with the Act on the Protection of Personal Information and other related laws, to strictly manage the personal information the Company collect/receive from the customer. The Company endeavors to manage/handle personal information in an appropriate manner in accordance with this Privacy Policy (the “**Policy**”) as described below.

Customers who use the Company’s cloud service “Balus” and related “KATA” and “Systeming” (the “**Service**”; as defined in the Terms of Use), are required to read the Policy, and agree to the content in advance. Please be informed that the customers who do not agree to the Policy, are not able to use the Service.

(Unless otherwise specified hereunder, the terms used in the Policy shall have the same definitions set forth in the Terms of Use separately provided by the Company.)

1. Collection and Use of Personal Information

- (1) When collecting and using personal information of the customers, the Company shall specify the purpose of use in advance in accordance with the Act on the Protection of Personal Information of Japan, and shall not use personal information outside the scope of the specified purpose of use. The Company also publicly announces the purpose of use and takes appropriate measures to ensure that personal information is not used outside of the scope of the purpose of use.
- (2) The Company shall take organizational and technical security measures to properly manage the personal information it has collected, and shall take steps to prevent and correct any leakage, loss, or other problems that may occur with the personal information.

2. Purpose of Use

- (1) Personal information shall be used within the scope of the purposes of use specified in 2 (2) and shall not be used for any other purposes, except in the case of provision to a third party as specified in 3.
- (2) The personal information that the Company collects are described below:
 - (a) The customer’s name, address, and the company which the customer works for.
 - (b) Telephone number, email address, or necessary information for the Company to communicate with the customer via communication tools.
 - (c) Information necessary for payment and settlement, such as credit card information.
 - (d) Usage history of the Service, public data (data transmitted through the Service that is subject to public disclosure and sharing), and other customer-specific information.
 - (e) Information voluntarily provided by the customer through the use of the Service in the manner specified by the Company.
- (3) The Company uses the personal information for the purposes described below.
 - (a) To provide the Services, as well as settlements of payments.
 - (b) To correspond to inquiries, and coordinating with the customer.
 - (c) To improve the content and quality of the Service.
 - (d) To create and present statistical information and other information obtained by anonymizing information not to allow anyone to identify specific individuals for the purpose of improving the Service.
 - (e) To respond to acts that violate the Terms, the Policy, etc. related to the Service.
 - (f) To notify the customer of changes/modifications to the Terms.

3. Disclosure of the Personal Information to Third Party

- (1) The Company will not disclose personal information to third party, with the exception of the cases described below.
 - (a) Cases where the Company obtained prior consent from the customer.
 - (b) Cases where applicable and permitted by the Act on the Protection of Personal Information of Japan, and other related laws.

- (c) Cases where the Company needs to outsource part of operation to handle/manage the personal information, to the extent necessary to achieve the purpose of use.
 - (d) Cases where the personal information is provided as a result of the succession of business based on merger or other similar organizational restructuring.
- (2) In order to provide the Service to the customer, the Company may outsource sales, delivery, support, PR of product, settlement, and other services to partner companies, who may obtain/receive the personal information within the scope of the purposes of use specified in the Policy. The Company enter into a service agreement with the partner company that includes confidentiality obligation, and disclose only the necessary information within the scope of the purposes of use.

4. Disclosure, Correction and Cessation of Use of Personal Information

Based on the Act on Protection of Personal Information of Japan, when the customer requested for disclosure, correction, or cessation of use of the personal information, the Company will immediately respond after confirming the customer's identification in accordance with the legal or appropriate procedure. However, the Company may not be able to correspond to such a request, in case where the Company is required to be compliant with the Act on the Protection of Personal Information of Japan and other related laws. In case of disclosure, the Company will charge the customer for certain fee (¥1,000 per a record).

5. Inquiries

The Company accepts inquiries at below.
email address: contact@levii.co.jp

6. Change of Privacy Policy

The Company may change/modify the Policy as appropriate, considering the operational requirements.

The revised Policy will be published on the Company's website or be notified in any other reasonable way. It will be deemed that the customer agreed to the latest/revised version of the Policy, in case where the customer uses the Services. However, in case where such revision requires a prior consent from the customer, the Company shall obtain such consent as appropriate, in a method which the Company separately stipulates.