# **Privacy Policy / Disclaimer**

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Fukasawa Gyoseishoshi Lawyer Office (hereinafter referred to as the "we") protects and respects the confidentiality of all personal information entrusted to us (hereinafter referred to as "Personal Information") in accordance with the Act on the Protection of Personal Information in Japan and other laws and regulations regarding the handling of Personal Information in Japan. We will comply with the following privacy policy:

### 1. Acquisition of Personal Information

We will only acquire Personal Information by legitimate means.

## 2. Purpose of Use of Personal Information

We will use Personal Information we acquire for the following purposes. Except as permitted or required by law, or with obtaining prior consent from an individual, we will not use Personal Information for any purpose other than those listed below.

- Conducting our services;
- Responding to inquiries;
- Providing immigration related consulting advice, business support advice and any other advice;
- Notification of workshops, seminars and other events;
- Sending (by email, fax, e-mail or other means) publications, articles, other legal information, and greeting cards;
- Any other purpose incidental to those listed above.

## 3. Disclosure of Personal Information to Third Parties

We will not disclose Personal Information to third parties expect in the following cases:

- When permitted or required by law;
- When obtaining prior consent from an individual;
- When disclosure is required for conducting our services wherein an individual consent is implied;

#### 4. Disclosure of Personal Information to our entrusted partner

We may provide entrusted partners who either partially or totally work on behalf of or with us within the scope appropriate to the purpose with Personal Information. In this case, we will not only conclude the personal information protection agreement with but conduct appropriate supervision over such contractors.

#### 5. Requests Regarding Personal Information

If individual requests that we disclose, amend, supplement or delete Personal Information we hold regarding such individual, or that we suspend or cease the use of that information, or if we receive a request for information regarding the purposes for which we use such information, then we will promptly respond to that request in accordance with the Personal Information Protection Act, after first confirming that the request is from the individual to whom the information relates.

Please note that we may not be able to respond to your request if it does not meet the requirements of the Personal Protection Act or if we are permitted by that law or other related legislations to refuse your request for disclosure or otherwise.

#### 6. Contact for Inquiries

All requests, opinions, questions, complaints and other inquires with regard to our handling of Personal Information should be referred to our Contact Form (http://visa-fukasawa.com/contact-us?lng=en).

#### 7. Disclaimer

The content and information in this website is provided by us for informational purpose only and are not legal advice nor other professional advice. We try to improve validity of information, but we do not accept responsibility for any loss which may arise from reliance on the content and information provided in this website.