

# PRIVACY POLICY

In order to responsibly protect our customers' personal information, Luxyz has established the personal information protection policy set forth below.

## 1. Use of personal information

We may obtain from customers such personal information as their Name, E-mail address (on inquiry) and Residential address, Phone number, Job title, and Passport information (on completing reservation) while using this site with the consent of the customer.

We use customer personal information issued to provide services requested such as reservations, membership services and e-mail newsletter.

1. When obtaining personal information from customers, only the necessary information is obtained. We use a customers' personal information only for the purpose(s) and within the scope made clear to the customer at the time information is obtained.
2. We do not provide or disclose customer personal information to third parties without the consent of the customer. We make every effort to protect customer personal information with preventive and security measures to protect against unauthorized access, loss, destruction, tempering and leaks.
3. We comply with the "Act on the Protection of Personal Information" as well as other relevant laws and regulations.
4. We continually review and improve its rules for the handling of personal information and the organization system for implementing these rules.

## 2. Provision to third parties

Except in the following cases, we do not provide or disclose customer personal information to third parties without the consent of the customer.

1. Cases in which such disclosure or use are required by law.
2. Cases in which such disclosure or use are required to protect the rights, property or safety of us, our users, or others.
3. Agreement by a customer to the disclosure of information.

## 3. Use of statistical information

To analyze how customer use our website, we occasionally collect and classify our users' access by contents, web browsers, domain names, access time or IP addresses. The sole purpose of this research is to further improve the contents of our website, and to meet user needs. It will not be related to personally identifiable information.

## 4. Cookies

The website uses cookies. Cookies are small bits of code stored on a user's computer's hard drive. Cookies can store a variety of information. Personal information is not obtained by using cookies. Customers can disable cookies by changing their browser settings, but this may result in an inability to access some of our services provided on the website.

## 5. Securing and storing data

A staff responsible for handling personal information shall be assigned in each section for the purpose of maintaining a functional management system to protect personal information. The personal information we collect from you are stored and protected through necessary and reasonable security measures. To protect personal data against alteration, unauthorized disclosure, or access, we currently use Secure Sockets Layer technology to encrypt personal data during transit.

## 6. Revision and publication of this policy

This Privacy Policy is subject to change without notice. The changes will be posted in this Privacy Policy. Therefore, you should review this Privacy Policy periodically, so that you can keep up to date on our most current policies and practices.

## 7. Contact for Inquiries

Questions or concerns regarding this Privacy Policy should be directed to the following.

Luxyz. LLC

2-15-7, Kuramae, Taito, Tokyo, 111-0051, JAPAN

Tel: 81-50-5329-2561

E-mail: [contact@tokyo-accommodation.com](mailto:contact@tokyo-accommodation.com)