

Privacy Policy

[Principle Underlying Protection of Personal Information]

DreamArts Corporation (hereinafter, “DreamArts”) conducts businesses, the core of which are development of a range of software products for enterprises and organizations and provision of services. Customers’ personal information which DreamArts collects through the conduct of our businesses, and our employees’ personal information, (hereinafter, collectively, the “Personal Information”) is vital information for DreamArts, and DreamArts acknowledges that it is our important social responsibility to securely protect the Personal Information.

Accordingly, DreamArts handles the Personal Information we obtain through our businesses in accordance with the privacy policy described below, to provide peace of mind for our customers and employees and to fulfill our social responsibility.

[Policy]

1. Collection, Use and Provision of Personal Information

- We obtain Personal Information by legitimate and fair means.
- We use Personal Information only to the extent of achieving the purpose of use.
- We obtain prior consent from Personal Information principals if we are providing the Personal Information to a third party.
- We do not use the Personal Information obtained for purposes other than the purpose of use, and we take measures to ensure this.
- If we need to use Personal Information for purposes other than the purpose of use, we do so only after obtaining consent anew to the new purposes from the Personal Information principals.

2. Laws, regulations and guidelines provided by the government and other regulations (hereinafter, collectively, the “Laws”)

We endeavor to always keep informed regarding Laws related to businesses in which Personal Information is handled, inform our employees who are engaged in our businesses (hereinafter, the “Employees”) of the Laws, and comply with the Laws.

3. Safe Management of Personal Information

- We establish and maintain systems enabling us to promptly take measures for the safe management of Personal Information to prevent a range of risks including unauthorized access to, leaks, or loss of or damage to Personal Information.
- We conduct inspections, promptly correct violations and accidents discovered in the course of the inspections and take precautionary measures against vulnerabilities.
- We thoroughly train our Employees concerning safety.

4. Complaints and Inquiries

We have a desk for inquiries regarding Personal Information and a system enabling prompt response, and we deal in good faith with complaints and consultations regarding Personal Information.

5. Sustainable Improvement.

- In order to protect Personal Information, our personal information protection management system monitors and supervises our compliance with internal rules, continues to work on discovering violations, incidents, accidents and weakness, and implements reviews by management. This is reflected in our management measures and internal rules, as we endeavor to continue making sustainable efforts to improve our personal information protection management system.
- Improvements are governed by the Laws and to JIS Q 15001.

Establishment Date: March 23, 2005

Amendment Date: October 31, 2018

DreamArts Corporation

Takaaki Yamamoto, Representative Director:

Handling of Personal Information

DreamArts announces the following information in accordance with requirements 3.4.2.4 and 3.4.4.3 of JISQ 15001:2017.

Type of Personal Information	Purpose of Use	Classification of Disclosure/ Non-disclosure
Information on persons who request a document or make an inquiry	Handling inquiries Providing information of services	Disclosure
Information on customers	Contacting the customers, fulfilling agreements, requesting fulfillment of agreements, etc.	Disclosure
Information on candidates and applicants for positions in DreamArts	Assessment for hiring	Disclosure
Information on employees	Employee management, including human resource and employment	Disclosure
Data entrusted by customers	Providing cloud services	Non-Disclosure
	Holding seminars	
	Providing the environment assessment rental service	

[Procedure for disclosure request, etc.]

When DreamArts receives (1) a request for disclosure, (2) a request for notification of the purpose of use, (3) a request for correction, (4) a request for addition, (5) a request for deletion or (6) a request for cessation of use or cessation of provision to a third party, etc. (hereinafter, collectively, the “Requests”) with regard to the retained personal data which DreamArts owns, DreamArts shall implement the measures described below.

1. Contact for Requests

For Requests under the Personal Information Act, please send an inquiry to the following contact. We will send a form of request for personal information disclosure, etc. after we review the content of your inquiry. Please fill out the form and send it to us together with identification (a copy of one of the following: driver’s license, residence certificate, or health insurance card). Please choose a delivery method by which the delivery record can be confirmed, including certified mail and registered mail when you return the form to us.

2. Requests made by an agent

If you delegate an agent to make a request under the Personal Information Act, please send us the additional materials described below together with the completed form.

(1) Agent identification (copy)

A copy of one of the following: driver’s license, residence certificate, or health insurance card

(2) Power of Attorney (on which the principal should affix his/her registered seal and to which he/she should attach a certificate of the seal impression of the registered seal.)

3. Fees for Requests

We charge 500 JPY per Request when you make a Request in accordance with Items 1 and 2 above.

You should enclose a postal money order with the fixed amount of 500 JPY together with the form and materials to be sent back to us.

Please note that we will not comply with your request unless the full fee is submitted.

You are also responsible for covering all the costs involved in sending the form, the document of identification, and the postal money order.

4. Method for responding to Requests

Our response will be made in writing and will be sent to the address indicated on the Request form.

5. Please notify the contact shown below if you need clarification or if you wish to consult or make a complaint.

DreamArts Corporation

[Person in charge of personal information]

Kimihiko Makiyama

[Contact number]

TEL: 03-5475-2504

(Hours: 10:00~12:00 and 13:00~17:00, except for Saturdays, Sundays, national holidays and our non-business days)

E-mail: info@dreamarts.co.jp