

privacy policy

LINK Co. , Ltd. (hereinafter referred to as "our company") is committed to our customers and all people involved in our business activities (including shareholders, business partners, officers, employees, etc.) , hereinafter collectively referred to as "the individual") , we respect the privacy of individuals, give due consideration to personal information, and always strive to thoroughly manage and protect information. We fully recognize the importance of managing and protecting personal information while respecting its value, and will implement the following initiatives.

1. Business name

LINK Co., Ltd.

address : 2-16-6 Shinjuku, Shinjuku-ku, Tokyo Shinjuku East Square Building 3F / 4F

Representative: Keiichi Kojima, Representative Director

2. Compliance with relevant laws, guidelines, etc.

We will comply with the "Act on the Protection of Personal Information", "Guidelines on the Act on the Protection of Personal Information" and other related laws and regulations, and strive to properly handle personal information.

3. Purpose of use

We will use the acquired personal information within the scope of the following purposes. We will not use it for any other purpose unless we have the consent of the person in question or it is permitted by law.

(1) Your personal information

- To provide our services
- For accepting and confirming applications for services provided by the Company and for fulfilling contracts
 - To bill usage fees for services provided by the Company (credit card payments, etc.)
 - For the operation and management of services and the shipment of products, etc.
 - For information on our campaigns and new products
 - For communication as necessary, such as maintenance and important notices
 - To respond to, confirm, and record various inquiries, consultations, complaints, repairs, and support
- Customers who violate the terms of use or who attempt to use the service for fraudulent or unjust purposes
 - discovery of and notification to the customer concerned, and to respond to these

(2) Personal information of business partners

- For communication necessary for business, fulfillment of contracts, business negotiations, etc.

- For management of customer information

- To manage entrances and exits for crime prevention and safety management within our facilities

(3) Personal information of shareholders (if the shareholder is a corporation, its officers and employees)

- To exercise rights and fulfill obligations under the Companies Act

- For shareholder management such as creating records based on various laws and regulations

(4) Personal information on applicants for recruitment and recruiting activities

- For distribution of various communications and notices regarding recruitment by our company, and for consideration of acceptance/rejection

- For management of recruiting operations at the Company

(5) Personal information about employees

- Personnel labor management, business management, health management, security management, etc.

- For various procedures stipulated by company rules, etc.

- For business contact and emergency contact

4. Provision of personal information to third parties

We will provide the personal information you provide to third parties as follows.

1. Purpose of provision to third parties

To notify customers of useful information such as new products and services

2. Items and scope of personal information to be provided

Name, address, membership number, e-mail address, telephone number, customer information for each business service including our mobile data communication business

3. Means or method of provision

It will be sent electronically or by mail.

4. Type and attributes of recipient or organization

Our group companies and counterparties with whom we have concluded agreements

stipulating procedures for provision

5. Agreement regarding the handling of personal information

Obligation to properly protect personal information by "confidentiality agreement"

5. Security control measures

We will take human security control measures for the proper handling of personal information, as well as technical security control measures and physical security control measures to prevent the loss or theft of personal information.

6. Contact point for questions and complaints

The contact point for questions and complaints regarding the handling of personal information at our company is as follows. Please contact us first through the inquiry form.

Inquiry form	https://link-communication.jp/inquiry/
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7. Request Procedures for Disclosure, Correction, etc., Suspension of Use , Deletion, etc. of Personal Information

you wish to disclose, correct, stop using , or delete your personal information , please fill in the required items below and send it to us using the appropriate inquiry form.

- ① Details of request (disclosure, correction, etc., suspension of use, erasure)
- ② Items of requested personal information
- ③ Services subject to billing
- ④ Reason for request

Inquiry form	https://link-communication.jp/inquiry/
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(2) After receiving the above contact from the person in question, the Company will request the presentation of a document that can confirm the identity of the person designated by the Company, and confirm that the request is from the person in question , or If the request is made by someone other than the person himself /herself , we may ask for a document that proves that the person has authority to act on behalf of the person. The following fees are required for billing.

commission	1,500 yen (tax included) (per application)
method of payment	Fixed amount postal money order (1,500 yen)

Please enclose the above fixed-amount postal money order together with a document confirming the identity of the person, etc., which our company requires to be presented separately, and send it to the following address by simplified registered mail.

address	2-16-6 Shinjuku, Shinjuku Ward, Tokyo Shinjuku East Square Building 3F / 4F
address	LINK Co. , Ltd.

	Personal information desk
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If the fee is insufficient or the fee is not enclosed, we will notify you to that effect. If payment is not made within the prescribed period, we will treat it as if there was no request for disclosure, etc.

Established November 15, 2021

Revised November 10, 2022

LINK Co., Ltd.
Representative Director
Keiichi Kojima