

Handling of Personal Information

1. Company Name
TPO, Inc.

2. Contact Information of Person Responsible for Personal Information Management
Person Responsible for Personal Information Management: Mariko Magnan
Email: info@tpo.me

3. Purposes of Use of Personal Information
 - Answering inquiries concerning the Company's services;
 - Handling requests for interviews; and
 - Handling other inquiries.

4. Provision of Personal Information to Third Parties
The personal information to be entered at this time will only be used for the above purposes and will not be provided to any third party unless the principal's consent is obtained or such provision is made pursuant to applicable laws and regulations.

5. Entrustment of Handling of Personal Information
When entrusting any personal information to outside parties within the scope necessary to achieve the purposes of use thereof, the Company shall select an trustee that meets the applicable standards for personal information protection management and shall supervise the trustee to ensure that the personal information is properly handled.

6. Voluntary Nature of Provision of Personal Information and Effect Thereof
Although the decision on whether or not to provide the personal information is left up to your discretion, if you fail to enter the mandatory information in the entry form, the Company may not be able to accommodate your request.

7. Request for Disclosure of Personal Information
Upon request from a principal, the Company shall notify such principal of the purposes of use of, disclose, correct, add or delete the content of, discontinue the use of, or erase, stop using, or stop providing to third parties, the retained personal data acquired and held by the Company through this form (collectively, "**Disclosure, Etc.**").

Please use the contact information specified in Item 2 above when making a request for Disclosure, Etc.