

## **Privacy Policy**

MECHATROLINK Members Association

The MECHATROLINK Members Association (hereinafter referred to as MMA) collects, keeps, and uses personal information gathered from MMA members as well as our business partners and employees to provide better service and to develop a smooth business relationship. The MMA recognizes its responsibility to protect said personal information (hereinafter referred to as Personal Information). The MMA commits itself to protecting Personal Information and shall handle all such Personal Information under the following privacy policy:

1. The MMA shall observe all applicable laws, ordinances and standards that are designated to protect personal information, and shall handle Personal Information following the customary practices that are generally recognized as fair and reasonable. The MMA shall continually improve the systems utilized for the management of said Personal Information.
2. The MMA shall designate internal rules for handling Personal Information and shall make sure that all its staff understand these rules. And, the MMA shall request its business partners to handle all Personal Information in a manner consistent with MMA's policies.
3. When collecting information, the MMA shall define the purpose of the use of such information as clearly as possible and shall handle the collected information within the defined scope.
4. The MMA shall develop and employ appropriate measures to prevent the leakage, loss, destruction, and alteration of said Personal Information.
5. All requests to view, correct, or delete their own Personal Information or to discontinue the use of their own Personal Information shall be accepted and dealt with accordingly by the office specified by the MMA.