

\*This is “Handling of Personal Information” before April 30, 2023.

Please refer to [https://english.sumitomo-rd.co.jp/privacy\\_policy/](https://english.sumitomo-rd.co.jp/privacy_policy/) for the present “Handling of Personal Information”.

[Translation]

## Handling of Personal Information

Revised on April 1, 2022

Sumitomo Realty & Development Co., Ltd.

(Personal Information Handling Business Operator)

Representative Director Yoshiyuki Odai

### 1. Protection policy for personal information

We will make an effort to handle appropriately and protect personal information by respecting, and being in compliance with, the applicable laws and regulations in connection with protection of personal information and social order.

### 2. Purpose of use of personal information

We use the personal information in our possession in connection with the businesses in (1) for the purposes in (2).

#### (1) Business

- (i) Lease, sale in lots, development, management, and sale and purchase of real estate (office buildings, condominiums, stores, rental apartments, residential houses and residential land, etc.);
- (ii) contracting, design, and supervision of construction and engineering work;
- (iii) businesses conducted by each of the companies belonging to our corporate group (meaning consolidated subsidiaries described in our annual securities report; the same shall apply hereinafter), such as brokerage services and consignment sales of real estate, delegated management of condominiums, etc., interior design related services, hotel business, leasing and operations for event halls and meeting rooms, etc., operations and management of commercial facilities, fitness club operations, operations for restaurants and convenience stores, operations for golf courses, and nonlife insurance agency business and life insurance agency business; and
- (iv) real estate specified joint ventures, real estate appraisal, and other businesses incidental or connected to each of the businesses above and each of the businesses within the scope of business purposes of our company and each company belonging to our corporate group.

#### (2) Purpose

- (i) Sales activities via mail, telephone, e-mail, or visits, etc. for the provision of information, products, and services;
- (ii) promotion and intermediation, etc. of various affairs necessary for the

\*This is “Handling of Personal Information” before April 30, 2023.

Please refer to [https://english.sumitomo-rd.co.jp/privacy\\_policy/](https://english.sumitomo-rd.co.jp/privacy_policy/) for the present “Handling of Personal Information”.

provision of information, products, and services (such as communication for business discussions and meetings, various investigation for proposing plans, credit research and review, identity verification, application and submission of notifications, obtainment of permission, confirmation of stakeholders, financing, and registration of land and buildings);

- (iii) execution and performance of agreements in connection with the provision of information, products, and services;
- (iv) security services, crime prevention, and safety management of facilities and buildings managed or operated by our company and each of the companies belonging to our corporate group;
- (v) management and operations of a customer membership association;
- (vi) implementation of after-sales service and repair and inspection, etc. of the parts sustaining the malfunction;
- (vii) implementation of questionnaires with respect to information, products, and services and response to inquiries and marketing activities such as customer trend analysis and research and analysis for improvement and development of products and services; and
- (viii) other matters incidental or connected to each of the businesses in (1).

We will stop providing the information, products, and services mentioned above upon request of the person to whom the personal information belongs.

(Regarding retrieval of cookies)

When you view our website or e-mails from us, we may, either by ourselves or through a contractor, retrieve cookies from the terminal you use, such as your computer, and use that data to improve the usability of our website, conduct statistical analysis related to the status of use of our website, publish advertisements, and the like. For more details about cookies, please refer to the following page on our website:

[https://english.sumitomo-rd.co.jp/themes/custom/sumitomo/assets/pdf/privacy\\_policy/notes\\_on\\_use.pdf](https://english.sumitomo-rd.co.jp/themes/custom/sumitomo/assets/pdf/privacy_policy/notes_on_use.pdf)

### **3. Joint use of personal information**

We conduct joint use of personal information in our possession in the following manner.

#### **(1) Personal information categories**

Personal information that is necessary within the scope of purposes of use listed in “2. Purpose of use of personal information” above, such as your name, address, birth date, place of work, telephone number, and e-mail address, and personal information that we properly obtain from public sources such as commercial registration and real estate registration, etc.

#### **(2) Range of joint users**

- Each of the companies belonging to our corporate group (meaning consolidated subsidiaries described in our annual securities report; the same shall apply hereinafter)

\*This is “Handling of Personal Information” before April 30, 2023.

Please refer to [https://english.sumitomo-rd.co.jp/privacy\\_policy/](https://english.sumitomo-rd.co.jp/privacy_policy/) for the present “Handling of Personal Information”.

- Designated distributors of options, etc., builders, management companies, moving companies, or any other service provider in connection with a house that you purchase or construct; builders, designers, etc. related to construction of buildings, condominiums, etc.; joint venture partners, agents, and intermediary companies for lease and sale of buildings, condominiums, etc.; and any other related person necessary within the scope of providing services in accordance with agreements that we or each of the companies belonging to our corporate group executes with you
- (3) Purpose of use  
As stated in “2. Purpose of use of personal information” above
- (4) Management supervisor  
2-4-1, Nishi-shinjuku, Shinjuku-ku, Tokyo  
Sumitomo Realty & Development Co., Ltd.

#### **4. Security management measures**

We take necessary and appropriate security management measures to manage the personal information in our possession, such as prevention of leakage, loss, or damage of such personal information. We conduct necessary and appropriate supervision of our employees and contractors (including subcontractors, etc.) handling the personal information in our possession.

#### **5. Complaints processing desk**

Sumitomo Realty & Development Co., Ltd.

Information Desk for Handling of Personal Information

Zip code: 163-0820

2-4-1, Nishi-shinjuku, Shinjuku-ku, Tokyo

TEL: 03-3346-1325 (Office hours: 9:00 - 17:00 on business days)

FAX: 03-3344-6090

E-MAIL: [privacy@sumitomo-rd.co.jp](mailto:privacy@sumitomo-rd.co.jp)

Please contact us at the above number or e-mail address to request disclosure of, amendment to, discontinuance of use of, or deletion of your personal information.

\*Please click [https://english.sumitomo-rd.co.jp/privacy\\_policy/](https://english.sumitomo-rd.co.jp/privacy_policy/) for our personal information protection policy, etc.

End