

## **How We Handle Customer Personal Information**

Sanko Estate Co., Ltd.

### **1 . Purposes of use of customer personal information**

We use customer personal information in compliance with laws protecting personal information, strictly within the scope required for accomplishing our services and purposes of use as listed below:

#### **【Customer personal information that we handle】**

Customer personal information that we handle includes:

- Customer's name, address, telephone number, place of employment, and titles and functions at the place of employment;
- information concerning the rental office buildings and other properties owned by Customer; and
- information concerning the beneficial interest(s) in trust owned by Customer.

#### **【Services we are engaged in】**

The services we are engaged in include:

- intermediary service for rental real estate, primarily consisting of office buildings, and its incidental services;
- intermediary service for sale or purchase of real estate for investment and its incidental services;
- sale service for beneficial interests in trust and its incidental services;
- property management (PM) service for rental real estate, primarily consisting of office buildings, and its incidental services;
- real estate appraisal service and its incidental services;
- due diligence service for real estate for investment and its incidental services; and
- consulting service for various kinds of real estate and its incidental services.

#### **【Purposes of use】**

We use customer personal information for the purposes of:

- performing the intermediary service for real estate (rental and sale). (We will provide personal information of parties to each transaction, including lessor, lessee and purchaser, to relevant third parties, within the scope required for

performing such tasks as are appropriate in light of the nature of the intermediary service);

- performing the sale service for beneficial interests in trust;
- performing property management (PM) service for rental real estate;
- providing information on real estate properties and that on the sale of beneficial interests in trust; and
- delivering our publications and other materials to our customers. (The handling of personal information may be consigned to a third party consignee. In this case, the consignee will be provided with personal information strictly within the scope required for accomplishing this purpose of use).

## **2. How to request a discontinuance of use of personal information**

If you do not consent to our use of your personal information, please contact us at the address below. On receiving your request, we will take necessary steps to discontinue our use of your personal information immediately.

<Contact for requests for discontinuance>

Compliance Department, Sanko Estate Co., Ltd.

TEL: 03-3564-8011

Ginza Sanwa Bldg. 6-1, Ginza 4-chome, Chuo-ku, Tokyo

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