

(English translation)

## Handling of Personal Information

### (For Rental Apartment)

Sumitomo Realty & Development Co., Ltd.  
Residential Leasing Department  
(Personal Information Handling Business)

We keep your personal information necessary for our businesses. We hereby notify you of our handling and protecting of the information in accordance with the provisions of the Act for Protection of Personal Information (*Kojin Joho Hogo Ho*) as follows:

1. Protection policy of personal information	We will make an effort to handle appropriately and protect personal information by respecting and in compliance with the applicable laws and regulations in connection with protection of personal information and the social order.
2. Personal information in our possession	We hold personal information (the information to identify the person such as name, address, birth date, place of work, annual income, telephone number and e-mail address).
3. Purpose of use of personal information	<ol style="list-style-type: none"><li>1. Performance of agreements in connection with sale and purchase, brokerage, lease and management, etc. of real estate, and provision of information and service thereof;</li><li>2. Performance of agreements in connection with business such as contract for construction work, real estate specified joint venture, hotel business, homemaking service, and provision of information and service thereof;</li><li>3. Provision of the personal information to the related parties to the extent necessary to accomplish the purposes mentioned in 1 and 2 above;</li><li>4. Sales activities, after-sales service and marketing activities (sending out questionnaires, etc.) via mail, telephone, e-mail, etc. for provision of information and services mentioned in 1 and 2 above. Customer trend analysis or research and analysis for product development.</li></ol>

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	<p>We will stop providing the information and services mentioned above upon request of the person to whom the personal information belongs.</p>
<p>4. Provision of personal information to related parties, etc.</p>	<p>Information such as name, address and telephone number included in the personal information in our possession will be provided in written or via mail, telephone or e-mail, etc. to the related parties, etc. in the following cases:</p> <ol style="list-style-type: none"><li>1. In the case where the consent of the person to whom the personal information belongs is obtained;</li><li>2. In the case where it is required subject to the provisions of the laws and regulations;</li><li>3. In the case where it is required to protect life, body or properties of any person and it is difficult to obtain consent of the person to whom the information belongs;</li><li>4. In the case where it is specifically required for public health improvement or sound development of young people and it is difficult to obtain consent of the person to whom the information belongs;</li><li>5. In the case where it is required to cooperate with any governmental agency or local authority or person assigned by them to perform the provisions set forth in the laws and regulations and it is not desirable to obtain consent of the person to whom the information belongs in light of the smooth performance; or</li><li>6. In the case where the information is provided to our group companies.</li></ol> <p>We will stop the provision of the personal information mentioned in the case of 6 above upon request of the person to whom the information belongs.</p>
<p>5. Contact for handling of personal information</p>	<p>Sumitomo Realty &amp; 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 day) Fax: 03-3344-6090</p>

(English translation)

	<p>e-mail: <a href="mailto:privacy@sumitomo-rd.co.jp">privacy@sumitomo-rd.co.jp</a></p> <p>Please contact us at the above number or e-mail address for disclosure of, amendment to or discontinuance of use of the personal information.</p>
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\*Please click <http://www.sumitomo-rd.co.jp> for our personal information protection policy, etc.