

Privacy Policy

The Design Studio K.K. ("us", "we", or "our") operates (<https://www.tds-tokyo.co.jp/>) (the "Site").

This page informs you of our policies regarding the collection, use and disclosure of Personal Information we receive from users of the Site.

1. Information Collection and Use

Our site recognizes the importance of your personal information. We believe that it is a social responsibility to protect your personal information; therefore, we comply with the Japanese laws and regulations regarding personal information protection. We will properly acquire, use and manage personal information you provided on this site. We will carefully manage the information collected on this site appropriately within the range of the purpose of use.

2. Range of Application

This privacy policy applies to you if you use the Site and Services made available via Our Site.

3. Personal Information Collection & Use

The purpose of Personal Information Collection& Use, retention period, etc., are stated below in detail.

3-1. Collection of Personal Data

General Inquiry & Job Application related forms are available on Our Site.

The Inquiry Form Will Collect the Following Information:

Name, Gender, Date of Birth, Address (Postal Code, Prefecture, City, District/Block, Apartment/Building Name), Telephone/Cellphone Number, Resume, Portfolio, resume of work, Email Address, content of inquiry

3-1-1. Data Use and Purpose

All the collected personal information will not be used except for the purpose of providing necessary data. Personal information and documents the Site receives will be sent to our company as e-mails in response to the guidance and questions for our business; we will also use the information as a reference for the application acceptance and the execution of recruitment screening; as well as other business-related necessities or activities. We will not use applicants' information beyond the scope that is necessary. Furthermore, we shall define the purposes of use so that applicants are aware of where their information is being shared.

3-1-2. Retention period of Personal Data

Our Site will store your personal data for a necessary time frame in order to fulfill the purpose of use stated above.

3.1-3. Personal Data Collection & Consent of the Individual(s) Concerned

This site guides you to read this privacy policy before filling out the inquiry form.

At the time of inquiry, the visitors are assumed to have agreed to this privacy policy.

3-2. Collection of personal information by Cookie

Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive.

Our site may send cookies to the visitor's computer.

Cookies are mechanical tools for storing the usage history and input content sent and received between the browser and the server when the website is used as a file on the visitor's computer.

Like many sites, we use "cookies" to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Site.

3-2-1. Purpose of Use

It is for the convenience of your web browsing experience. A Cookie is a tiny piece of data that our Site might ask your browser to store on your computer or other internet devices. The Cookie enables our Site to memorize your actions or browsing preferences over time. You may choose to accept, refuse, delete or block any Cookies by going to your browser's Settings. For the privacy protection of the users of our Site, the Server will only receive limited access to the Cookies. This is to enhance the user experience of visitors when viewing our site. For example, next time when you visit the same page, the page owner can adjust the view for each visitor based on Cookie information. If the visitor has enabled sending and receiving cookies in their browser settings, our Site can retrieve the cookie keys from the visitor's browser. Note that the visitor's browser sends only cookies sent and received by the server of Our Site for privacy protection.

3-2-2. Retention Period

Cookies generated when leaving comments on our Site are stored for One Year.

3-2-3. Enabling/ Disabling Cookies

Visitors of our Site can choose to permit different accesses when receiving/sending Cookies: "Allow all Cookies", "Block all Cookies" or "Send Notifications to Users when Cookies are used". Settings for Cookie Preferences may vary for different commercial browsers. Please see "Help" menu on your browser for instructions on setting preferences for cookies. You can set your browser to refuse all cookies or to

indicate when a cookie is being sent. However, if you do not accept cookies, please be aware that you may not be able to use some portions of our Site, such as not being able to receive services that require authentication.

4. Personal Data Management

Our Site follows the guidelines stated below for information gathered from visitors of our Site.

4.1. Ensuring the accuracy of Data

We strive to ensure that information provided by our visitors is accurate and up-to-date.

4-2. Security Control Protocol

In order to prevent leakage or loss of personal information, this site protects personal information by implementing appropriate security measures.

4-3. Disposal of Personal Data

If personal data is no longer in use/relevant, it will be discarded promptly.

4-4. Personal Data Disclosure, Revision, Addition, Suspension and Termination of Use

If you wish to disclose, revise, delete or terminate the use of personal data provided on Our Site, please contact us and we will verify your identity promptly when we receive your request.

Please contact us here:

Email: contact@tds-tokyo.co.jp

5. Provision of Personal Data to Third Parties

We will not disclose your personal data to third parties without your consent. We will always ask for your permission. We will not sell or lease your personal information to any third party without your consent. In addition, if personal data is decided to be provided to a third party in the future, we will present the information to the third party only if the consent of the visitor is obtained.

6. Personal Information of Minors

If you are a minor filling out any forms or providing personal information on our website, please obtain parental/guardian consent before submitting any personal information. Guardians should be aware of this privacy policy.

7. Contact Information:

If you have any questions about this Privacy Policy & Information Collection and Use, please contact us.

Site Operated by : The Design Studio K.K.

Email Address: contact@tds-tokyo.co.jp

8. Access Tools

This site uses access analysis tool "Google analytics" by Google.

Google Analytics is a web analytics service provided by Google that tracks and report on all traffic that passes through our Site using Cookie. Information collected by this access tool is Anonymous; personal/private information remains undisclosed.

Google Analytics operated Cookies will be retained for 26 months.

You may choose to opt-out of Google Analytics by visiting the Google Ads Preference Manager in your browser.

For more information, please visit (<https://www.google.com/analytics/terms/jp.html>).

For more detailed information on 「How Google uses information from sites or apps that use our services」, please visit (<https://policies.google.com/technologies/partner-sites?hl=ja>) .

9. Disclaimer

We strive to keep and maintain all information on our site as accurate as possible; however, there could still be incorrect information posted due to false or outdated archives. We are not responsible for any damage or loss caused by the usage of posted information on our site. In addition, we do not take any responsibility if you are taken to other sites through links or banners on our site; we also are not liable for any services or information provided on those sites.

10. Changes to This Privacy Policy

This Privacy Policy is effective as of December 11, 2019 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page. In order to comply with the applicable Japanese laws and regulations regarding personal information, our Site operator will review the content of this privacy policy appropriately and will strive to improve it. We reserve the right to update or change our Privacy Policy at any time if revisions of Japanese laws are made and you should check this Privacy Policy periodically. The most updated privacy policy is always disclosed on this page.