

# Privacy Policy

## Privacy Policy

We Glocal K Co., Ltd. ("Glocal K") recognize the importance of the Personal Data you have entrusted to us and observe all applicable laws and regulations relating to privacy protection. We have designed this Privacy Policy to explain how we manage, protect and process your Personal Data.

## Definition

The term "Personal Data" refers to information that is connected to you as an identifiable individual, whether true or not, about an individual who can be identified from that data, or from that data and other information to which an organization has or is likely to have access. This may include, without limitation, your name, address, telephone number, email address, date of birth, gender, information about your preferences, and any other information collected by us where you are identified or identifiable.

## Collection & Use of your personal data

We may collect Personal Data from you through various means, including but not limited to through our website.

The Personal Data which we collect from you may only be collected, used and/or disclosed for the following purposes;

1. Contacting you and communicating with you
2. To respond to your inquiries
3. Facilitating, processing, dealing with, administering, managing and/or maintaining your relationship with us, including but not limited to the provision of products or services to you

Any other activities related to mentioned above.

## Administration and management of your personal data

We will take reasonable efforts to ensure that your Personal Data is accurate and complete.

We will also take commercially reasonable efforts to take appropriate precautions and preventive measures to ensure that your Personal Data is adequately protected and secured. Appropriate security arrangements will be taken to prevent any unauthorized access, collection, use, disclosure, copying, modification, leakage, loss, damage and/or alteration of your Personal Data. However, we cannot assume responsibility for any unauthorized use of your Personal Data by third parties which are wholly attributable to factors beyond our control.

## **Disclosure of your personal data to third parties**

We will not disclose any of your Personal Data to any third parties without first obtaining your express consent permitting us to do so.

However, please note that we may disclose your personal data in cases which the disclosure is required based on the applicable laws and/or regulations.

## **Request for access, correction and withdraw of personal data**

We will process your request within a reasonable time from such a request for correct your personal data, request for withdrawal of consent being made.

## **Complaint process**

If you have any complaint or grievance regarding about how we are handling your Personal Data, we will certainly strive to deal with any complaint or grievance that you may have speedily and fairly.

## **Updates on data protection policy**

As part of our efforts to ensure that we properly manage, protect and process your Personal Data, we will be reviewing our policies, procedures and processes from time to time. We reserve the right to amend the terms of this Policy at our absolute discretion. Any amended Policy will be posted on our website.

### **CONTACT**

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