

Privacy Policy

Basic Principle

Central Helicopter Service, LTD. (called Company) provides air services centered on the operation, maintenance and training of helicopters. We recognize that protection of personal information handled in business activities and employee's information is our social responsibility and we will work as those are important continuous management tasks. We established privacy policies, and will work to protect personal information appropriately through the operation of personal information protection management system to meet the trust of society and customers.

Basic Policy

1. We will comply with the laws concerning the handling of personal information, the guidelines established by the government and other norms, and we will keep operating, maintaining and striving for continuous improvement for the personal information protection management system thoroughly for executives and employees.
2. Keeping personal information accurate and up to date, we will take reasonable safety control measures concerning prevention and correction against illegal access to personal information, loss, destruction, falsification, leakage of personal information, etc.
Especially, we will strictly manage personal information deposited by customers in consignment operation.
3. In acquiring personal information, we will identify the purpose of use and acquire it with reasonable and fair means after obtaining the consent of the individual.
4. We do not use the acquired personal information other purposes, we will take measures to handle it appropriately within the scope necessary for achieving the purpose of use and not to use non-purpose. In addition, we will not disclose or provide to third parties without obtaining consent from the person except for orders based on laws and regulations.
5. We will respond in good faith and promptly to inquiries about personal information from the principal.

Established May 30, 2017
CENTRAL HELICOPTER SERVICE, LTD.
Representative President Michiomi Mouri

About the handling of personal information

We recognize the importance of personal information and we will handle it as below.

When offering personal information, such as various applications of this website, please offer after providing the following announcement matter. Personal information that we receive will be treated as you agree with the following disclosure matter. In addition, in cases that we have stated clearly the purpose of use etc. individually by way of notice to the principal, agreement of use agreement etc., the individual contents will be given priority, please note.

1. Personal information handling company

CENTRAL HELICOPTER SERVICE, LTD.

2. Purpose of using personal information

When we get personal information from you, we will use the personal information within the scope of its purpose of use, beforehand clearly indicating purpose of use of personal information. If there is necessary to use your personal information beyond the scope of the intended use beforehand, we will contact the customer to that effect and use it after receiving your consent. In the consignment service, we also handle personal information of customers who have been given and personal information that we got through the work properly, and we will not use them for any purpose other than consignment service. The purpose of using personal information acquired directly or indirectly by our company is as follows.

	Name of personal information	Purpose of use
1	Personal information of customer	<ul style="list-style-type: none">· For responding to applications such as passenger transport by helicopter, flight schedule etc.· For guidance our products that handled· For answers to inquiries
2	Personal Information that have been given in consignment service	<ul style="list-style-type: none">· In consignment service, due to the performance of its contract
3	Customers (Person in charge) Government official roster	<ul style="list-style-type: none">· For carrying out business and contacting of the contract, and for various procedures· To properly conduct our sales activities· For contacting government official staff
4	Trainees	<ul style="list-style-type: none">· Contacting for training, for various procedures
5	Recruitment applicant Employees and Group companies Employees and dependents retiree	<ul style="list-style-type: none">· For correspondence about recruitment information· For personnel management · labor management

6	Shareholder	<ul style="list-style-type: none"> · Exercise of rights under the Company Law · For fulfillment of obligation
7	Personal information of persons who visited us except the above	<ul style="list-style-type: none"> · For responding to requests such as disclosure of personal data · For the safety management of our facilities and networks

3. About the provision of personal information to a third party

We will properly manage the personal information we have given from you and will not provide it to third parties without obtaining your consent. However, it excludes in the following cases.

- 1) Based on laws and ordinances
- 2) When it is necessary for the protection of the life, body or property of a person, and it is difficult to obtain the consent of the person himself / herself
- 3) When it is particularly necessary for improving public health or promoting the sound development of children and it is difficult to obtain consent of the person himself / herself
- 4) In case of necessary to cooperating to a national institution or a local public entity or a person entrusted with the said agency, and where there is a risk of interfering because of obtain the consent of the person himself / herself.

4. Procedures for responding to requests for disclosure etc.

We respond to requests from person (or his / her agent) of personal information subject to disclosure like correction etc. (Correction · Add · Delete), stopping etc. (stop or erase use) or stop providing to third parties

1) Matters to be requested for disclosure

Subject of disclosure personal information means the authority to allow businesses to respond to all requests for disclosing required by principals, correction of contents, addition or deletion, suspension or elimination of use, suspension of offer to third parties It has something to do.

2) Request destination for disclosure

Please attach the prescribed documents to the requested parties such as disclosure, please send by post.

480-0297

1-1, Toyoba, Toyoyama-cho, Nishikasugai-gun, Aichi, Japan
Inside of Nagoya Airport.

CENTRAL HELICOPTER SERVICE, LTD.

「Secretariat of Information Protection Committee」 Addressed

TEL : 0568-39-1191 FAX : 0568-39-1186

3) Documents to be submitted when requesting disclosure.

Please print out the document (1) necessary for requesting disclosure, fill in the required items, enclose the document (2) for identity verification, and mail it to the above address.

(1) Application form for personal information disclosure (PDF)

(2) Driver's license, passport, health insurance card, alien registration card

Copy of one of the above

* Please it to be invisible if permanent address is clearly indicated.

4) Disclosure request by the agent

In cases where the request for disclosure is a statutory representative of the principal or the adult ward or a minor or an agent delegated by the principal concerning requesting disclosure, in addition to the documents set forth in the preceding paragraph, the following documents Please enclose (1) or (2).

(1) In case of legal representative

- Documents that can confirm that there is a legal representation right

(In case of a minor: One copy of family register)

(In case of an adult ward: Certificate of the registered matters)

- A document that can confirm that he / she is a statutory representative of a minor or an adult ward

(One copy of one of a legal representative's driver's license, passport, health insurance card, alien registration card)

(2) In case of proxy by proxy letter

- Personal seal certificate

- Proxy letter(seal affixed with a seal)

5) Fees and and payment method thereof for notice of disclosure or purpose of use

We will receive a fee of 800 yen per an invoice for the request for disclosure or purpose of notice of use. Please transfer the fee to our designated bank account within the prescribed period. If transfer confirmation cannot be done within the prescribed period, we will inform you, but will respond as if there was no disclosure request.

6) How to respond to disclosure

For the response to the request for disclosure, we will reply in writing to the address stated in the application form at the personally-limited receipt mail.

7) Purpose of use of personal information acquired upon request of disclosure

Personal information acquired at the time of request for disclosure will be handled only within the scope necessary for requesting disclosure.

In addition, documents submitted will be stored for 1 year after the response to the request for disclosure is completed, and then discarded.

8) About non-disclosure of personal information subject to disclosure

Of the requests for disclosure, in the following cases, we will not disclose and we will inform you of the reasons. Also, in the case of non-disclosure, we will charge a prescribed fee, too.

- When you cannot verify your identity
- When you cannot confirm the authority of proxy
- In the case where the subject of disclosure does not fall under owned personal data
- In cases where significant hindrance to the proper implementation of our business
- In case of violating other laws and ordinances

About inquiries and consultation

1. Name of business entity handling personal information

For complaints / inquiries regarding customer's personal information handling, please contact each of person in charge of our departments that you registered. In order to prevent the leakage of your personal information to third parties, we will inform you of the personal information we have acquired, only if we can confirm with you that you are yourself.

When we are asked to correct or delete your personal information, we will promptly and properly process it only if you can confirm that you are yourself.

[Secretariat]

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CENTRAL HELICOPTER SERVICE, LTD. [Secretariat of Information Protection Committee]

TEL : 0568-39-1191 FAX : 0568-39-1186

2. About Personal Information Protection Administrator

Our Personal Information Protection Administrator: Representative President Michiomi Mouri