

Exhibit 4. &BIZ conference and &BIZ lounge Handling Personal Information

Mitsui Fudosan Building Management Co., Ltd. (“Company”) is a Mitsui Fudosan Group company and operates service for providing conference rooms, lounges and other spaces called “&BIZ conference” and “&BIZ lounge” (collectively, “**Tenant Services**”).

The Mitsui Fudosan Group engages in various businesses, including those related to office buildings, housing and lifestyles, retail facilities, hotels and resorts, and logistics (see the website of Mitsui Fudosan Co., Ltd. for details).

The Company will handle your personal information collected by the Company in accordance with our [Personal Information Protection Policy](#) and these Terms of Use. Regarding the security and safety management measures, please see the [Handling Personal Information](#) on the Company’s website.

Collection of Personal Information

1. The Company will collect the following information on members (“Member Information”) for operating the **Tenant Services** and use the information for and only to the extent necessary for each of the purposes described below:

For example, the Company will collect the following information:

- Information provided to the Company when you apply for, inquire about or follow the procedures related to the **Tenant Services** (i.e., name, company name, address, telephone number, email address, date of birth, gender and any and all other information provided by members);
 - History of use of facilities and services provided by the **Tenant Services**;
 - Information provided when you apply for participation in events and other activities provided by the **Tenant Services** (i.e., name, company name, address, telephone number, email address, date of birth, gender and any and all other information provided by members); and
 - History of access to the member website for the **Tenant Services**.
2. If your registered information changes, you will directly change the registered information at the **Tenant Services**. If you fail to change the registered information, you may not be able to receive service or otherwise incur loss or damage. The Company will not be responsible or liable for any such loss or damage unless it is attributable to the Company.

Purposes of Use

The Company and each of its group companies (which means Mitsui Fudosan Co., Ltd.

and its consolidated subsidiaries specified in the annual securities report and other documents of Mitsui Fudosan Co., Ltd.; the same applies hereinafter) will use the Member Information only to the extent necessary to achieve the following purposes:

1. To operate the Tenant Services and provide products and services offered by the Tenant Services

For example, the Company will use the information for the following purposes:

- Managing the Member Information;
- Operating and managing conference rooms and lounges;
- Operating and managing the member website;
- Responding to inquiries from members;
- Distributing and sending email newsletters and other emails;
- Organizing events and seminars; and
- Taking security and emergency measures, and measures against wrongful acts.

2. To introduce products and services related to clothing, food, housing, entertainment and work of members offered by the Company and each of its group companies* and to provide related information and benefits

For example, the Company will use the information for the following purposes:

- Providing information on seminars, promotional campaigns and events*;
- Distributing behavioral targeting advertising (which is a way of advertising that analyzes the collected Member Information such as purchase history to change advertisements presented to members based on predicted traits, preferences and interests of members) through advertisement distributors*;
- Providing benefits such as coupons and discount for services.

* Includes provision of information based on traits, preferences and interests of members predicted from the analysis of information such as history of provision of services collected by the Company or each of its group companies.

The Company will provide information, distribute advertisements and provide benefits as described above by telephone, letters and postcards, email newsletters, direct mail or other means.

3. To develop and improve products and services related to clothing, food, housing, entertainment and work of members offered by the Company and each of its group companies, and for market research and other marketing activities, survey and analysis conducted by the Company and each of its group companies to provide members with better products and services

For example, the Company will use the information for the following purposes:

- Developing and improving products and services;
- Conducting surveys;
- Analyzing customer trends; and
- Evaluating the effectiveness of sales promotion activities and establishing sales promotion plans.

4. **To provide third parties with the Member Information for achieving the purposes described in items 1. to 3. above**

Collection of Information on Individuals

The Company will obtain from third-party data service providers the website access and usage history as well as results of analysis of such history, collected by means of cookies, advertisement IDs (unique identifier of each user's mobile device) or other technologies (collectively, "Cookies") and combine such information with the Member Information to use it for the purpose of distributing advertisements and other marketing materials.

The Company will also obtain from each of its group companies the website access and usage history as well as results of analysis of such history, collected by such group companies means of the Cookies, to the extent necessary for achieving the purposes of use described in items 1. to 3. under the "Purposes of Use" above.

Provision of Member Information to Third Parties

1. The Company may provide each of its group companies, business partners or other third parties with the Member Information in accordance with the laws and regulations and to the extent necessary for achieving the purposes of use described in items 1. to 3. under the "Purposes of Use" above.
2. The information to be provided to a third party will be your name, address, telephone number and any other information, but only to the minimum extent necessary for achieving each of the purposes of use described above.

Personal data to be provided to third parties may include:

- Information registered at the time of enrollment in or application for the membership;
- Information provided after enrollment in or application for the membership;
- Service usage history;
- Information provided at the time of application for participation in seminars or events; and

- Information provided upon consultation or inquiry.

Third parties receiving personal data may include:

- Each of the Company's group companies;
 - Service providers; and
 - Affiliate companies of members.
3. The Company will provide third parties with the Member Information in writing or by post, telephone, facsimile, email or electronic means and pay utmost attention to the security and safety when delivering such information. The Company will encrypt the Member Information or otherwise take necessary measures when providing electronic data.
 4. The Company will suspend the provision of the Member Information to third parties when requested by the data subject of the Member Information in question. Please contact the "Customer Service Center for Disclosure, etc. of Personal Data" below. Please note and agree in advance that you may not be able to receive all or part of services when the provision of the Member Information is suspended.

Sharing of Information

The Company will share the Member Information as follows:

- (1) Personal data to be shared:

Name, address, date of birth, telephone number, email address, service provision history and other information

Personal data to be shared may include:

- Information registered at the time of enrollment in or application for the membership;
- Information provided after enrollment in or application for the membership;
- Service usage history;
- Information provided at the time of application for seminars or events; and
- Information provided upon consultation or inquiry.

- (2) Persons using shared information:

Each of the Company's group companies

- (3) Purposes of use of shared information by persons using such information:

The same as the purposes of use described in items 1. to 3. under the "Purpose of Use" above

- (4) Person responsible for sharing of information:

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The personal data of members collected by the Company will be shared with its

group companies in order to provide services to members in an integrated manner as the Mitsui Fudosan group, and the Company will make efforts to keep such data up-to-date and accurate at all times.

Contractors

The Company may appoint contractors to perform all or part of services for handling personal information to provide services of the **Tenant Services**.

The Company will supervise the contractors in handling personal information.

Customer Service Center for Disclosure, etc. of Personal Data

The Company receives your inquiries and requests regarding correction, suspension of use, disclosure and other uses of personal data provided in connection with the **Tenant Services** at the following customer service center in accordance with the provisions of the Act on the Protection of Personal Information:

- Business Solution Service Promotion Division, Mitsui Fudosan Building Management Co., Ltd.

Address: Mitsui Building No.2, 2-1-1 Nihonbashi Muromachi, Chuo-ku, Tokyo, Japan

Telephone number: 03-6214-1439 *Business hours: 10:00 a.m. to 6:00 p.m. (closed on Saturdays, Sundays and national holidays)

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