

Privacy Policy

The U.S.-Japan Council (Japan) (the "Organization") has established the following privacy policy (the "Privacy Policy") for handling of personal information concerning the individuals related to the Organization (including participants in the Organization's events and programs, prospective participants, donors, supporters, business partners, persons who contact the Organization, employees [including applicants for employment, employees, directors, trustees, and other persons engaged in the Organization's business], and other persons related to the operation of the Organization's events, programs, and other business operations [hereinafter referred to as "Related Parties"]), and handles personal information concerning the Related Parties appropriately in accordance with this Policy. The terms used in this Policy shall have the same meaning as the ones set out in the Act on the Protection of Personal Information (the "Personal Information Protection Act") and the Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures.

Article 1 (Personal Information to be Collected)

Personal information that may be collected by the Organization includes the following:

1. Personal information concerning the Related Parties (the individuals)

- (1) Full Name
- (2) Date of birth
- (3) Gender
- (4) Place or Country of Birth
- (5) Telephone Number
- (6) Address
- (7) E-mail address
- (8) Photographs, images, videos of the individual's face and figure, audio recordings, etc.
- (9) School (including faculty and department), organizations, employers, grades, positions, educational background, career history etc.
- (10) Content of interviews and blogs that include the above information
- (11) Social Media account information
- (12) Other personal information included in inquiries or correspondence with the Organization

2. In addition to 1 above, personal information concerning participants and prospective participants in the Organization's event/program

- (1) Contact information for parents, guardians, and guardianship
- (2) Information about the study abroad program (academic year at the start of the study abroad program, various information about the study abroad destination, start and end dates of the study abroad program, etc.)
- (3) Grade point average of the individual's current school or evaluation by a teacher at the individual's current school
- (4) English proficiency test scores
- (5) Family composition (relationship, name, age, occupation, income, etc.)
- (6) School, grade level, residential status, age, and annual tuition fees for the individual and his/her siblings
- (7) Anticipated study abroad expenses, their breakdown, and tuition and other expenses to be paid to the Japanese school during study abroad
- (8) Application status for scholarships and other overseas travel programs
- (9) Past experience abroad and participation in the TOMODACHI program
- (10) Passport information
- (11) Other information provided by the individual when applying to participate in the event/program

3. In addition to 1 above, personal information concerning supporters/donors
 - (1) Information regarding the method and content of the donation, such as bank account information, information regarding property, information regarding heirs, etc.
 - (2) Information on the method and content of the support
 - (3) Other information provided by the supporter/donor in making the donation or support

4. In addition to 1 above, information concerning employees
 - (1) Personnel and labor management information, including family information, personnel evaluations, history of awards and disciplinary actions taken, and Individual Number
 - (2) Information related to wages and remuneration, including basic wages and remuneration, bonuses, allowances, work conditions, information on bank accounts to which salaries and other remuneration are paid, income tax, inhabitant tax, withholding tax, etc.
 - (3) Information related to education, training and competence, such as education and training records and qualifications held
 - (4) Information related to various benefits provided by the Organization
 - (5) Social insurance information such as health insurance, unemployment insurance, and workers' compensation insurance
 - (6) Health information such as the results of medical examinations
 - (7) Other information related to the provision of labor services

Article 2 (Purpose of Use)

1. The Organization will use personal information it collects for the purposes set forth below.

[Personal information concerning the Related Parties]

- (1) To organize and manage events and programs hosted by the Organization
- (2) To communicate with individuals regarding events and programs hosted by the Organization
- (3) To contact individuals regarding our various programs and to respond to their inquiries and consultations
- (4) To improve events and programs hosted by the Organization
- (5) To report on the status of our organization and activities, to conduct public relations activities, and to provide and disseminate other information through newsletters, annual reports, event and program reports, blog posts, our website, and various social networking services that the Organization create and publish
- (6) To transfer personal information to third parties (including those located in foreign countries) in the manner described in this Policy
- (7) To perform tasks related to the above items

[Personal Information concerning Supporters and Donors]

In addition to the above purposes of using the personal information concerning the Related Parties, the following purposes may be included.

- (1) To conduct consultation regarding support and donations
- (2) To implement and receive support and donations
- (3) To perform tasks related to each of the above items

[Personal Information concerning Employees]

In addition to the above purposes of use of personal information concerning the Related Parties, the following purposes may be included.

- (1) For recruitment activities and post-employment personnel and safety management
- (2) To determine, calculate, and pay salaries and remuneration, to perform withholding procedures, to pay inhabitant taxes, and to perform other necessary procedures for the payment of remuneration
- (3) To perform necessary procedures for personnel evaluations, assignment decisions, promotions, transfers, leaves of absence, reinstatements, and other personnel transfers.
- (4) To perform necessary procedures for the provision of education and training opportunities

- (5) To manage the health and safety of employees
- (6) To perform necessary procedures for resignations
- (7) To conduct other personnel management and labor services management
- (8) To perform tasks related to each of the above items

2. The Organization may change the purposes of use set out in 1 of Article 2 above as necessary. The revised purpose of use will become effective when the Organization posts it on its website.

Article 3 (Provision of Personal Information to Third Parties)

1. The Organization will not provide personal information concerning the Related Parties provided by them to any third party without obtaining the prior consent thereof, except as permitted by law.
2. The Organization may transfer personal data concerning the Related Parties to third parties located in the following foreign countries. The reference information of each country in connection with such data transfer is, at present, as follows.
 - Country
United States of America
 - Personal data protection system of the foreign country
Please refer to the following link for information provided by the Personal Information Protection Commission.
<https://www.ppc.go.jp/personalinfo/legal/kaiseihogohou/#gaikoku>
 - Personal Data Protection Measures Taken by the Third Parties
The third party to which the information is transferred generally takes the same level of measures required of business operators handling personal information in Japan with respect to the handling of personal data.

Article 4 (Outsourcing)

The Organization may outsource the handling of personal information to outside parties to the extent necessary to achieve the purposes of use set out in 1 of Article 2 above. In such cases, the Organization will select a contractor that handles personal information appropriately, make an agreement with the contractor regarding the appropriate handling of personal information, and conduct necessary and appropriate supervision of the contractor.

Article 5 (Disclosure of Personal Information)

When an individual of the Related Parties requests disclosure of his/her personal information or records of transfer of personal information to third parties, the Organization will disclose such information to the individual without delay. However, if the Organization is not obligated to disclose the information under the Personal Information Protection Act or other laws and regulations, the Organization will not disclose the information.

Article 6 (Correction, etc. of and Ceasing to Use of Personal Information)

1. If an individual of the Related Parties requests that personal information be corrected, etc. because he/she believes that it is incorrect, the Organization will investigate without delay, correct the information based on the results of the investigation, and notify him/her to that effect.
2. When an individual of the Related Parties requests that the Organization cease the use of or delete his/her personal information for reasons stipulated in the Personal Information Protection Act, the Organization will conduct an investigation without delay, cease the use of or delete the personal information based on the results of the investigation, and notify him/her of such ceasing or deletion.
3. The preceding two paragraphs will not be applied if the Organization is not obligated to make corrections, etc. or cease use or delete personal information under the Personal Information Protection Act or other laws and regulations.

Article 7 (Measures for Managing the Security of Personal Information)

1. The Organization will prepare and follow manuals for the prevention of leakage, loss, or damage of personal information and for other appropriate management of personal information.
2. The Organization will clearly identify employees who are authorized to handle information equipment, etc. that processes personal information and will take physical and technical measures to ensure that other employees cannot easily handle personal information.
3. The Organization will provide regular training to its employees regarding the handling of personal information.

Article 8 (Contact Information)

Inquiries regarding this Policy or the Organization's handling of personal information should be directed to the following:

U.S.-Japan Council (Japan)

12F New Otani Garden Court, 4-1 Kioi-cho, Chiyoda-ku, Tokyo

03-4510-3400

tomodachi@usjapancouncil.org

Article 9 (Amendment to this Policy)

The Organization may revise this Policy from time to time as necessary. The amended Privacy Policy will become effective when it is posted on our website.

Date of Implementation: May 20, 2024