

Non-Profit Organization Glocal Human Resource Development Center Privacy Policy Established February 15, 2013

Personal Information Management Rules Chapter 1 General Provisions
(Purpose) Article 1.

Article 1 The purpose of these regulations is to establish the basic rules for the handling of personal information held by the NPO Glocal Human Resources Development Center (hereinafter referred to as "the Organization").

Article 1 The purpose of these regulations is to protect the rights and interests of individuals by stipulating the basic matters concerning the handling of personal information held by the NPO Glocal Human Resources Development Center (hereinafter referred to as the "Organization").

Article 2 (Definitions)

Article 2 The definitions of terms used in these regulations shall be as prescribed in the following items The term "personal information" shall mean information about a living individual that can identify a specific individual by name, date of birth, or other description contained in the information (including information that can be easily collated with other information to identify a specific individual). (2) Personal information database, etc.

A collection of information containing personal information that is systematically organized so that it can be easily retrieved, regardless of the medium (electronic device, paper).

(3) Personal Data: Personal information that constitutes a personal information database. (4) Retained personal data: Personal data for which the Corporation has the authority to disclose, correct, add, or delete content, suspend use, erase, or suspend provision to a third party, other than data for which the existence or non-existence would be detrimental to the interests of the individual or a third party.

The term "personal information" refers to specific individuals who are identified by personal information.

(Scope of Application) Article 3.

Article 3 These regulations shall apply to all persons engaged in the business of the Corporation, including officers, employees, interns, and students.

(Responsibilities of the Center) Article 4.

Article 4 The Organization shall comply with laws and regulations regarding the protection of personal information, and shall strive to protect personal information through all of its business activities.

Chapter 2 Management System

(Personal Information Protection Manager)

Article 5 The Corporation shall appoint a Personal Information Protection Manager to manage personal information properly and have him/her take the necessary measures for the proper management of personal information at the Corporation. 2. The Personal Information Protection Manager shall be the Executive Director of the Corporation. 3.

The Personal Information Protection Manager shall be responsible for the implementation of appropriate management measures and the education of employees in accordance with the provisions of these regulations.

Chapter 3 Acquisition of Personal Information

Article 6 (Specification of Purpose of Use)

Article 6 When handling personal information, the Corporation shall specify the purpose of its use (hereinafter referred to as the "purpose of use") as much as possible. 2.

In the event that the purpose of use is changed, the Corporation shall do so within a scope that is reasonably considered to have a reasonable relationship with the purpose of use before the change.

(Restriction by Purpose of Use) Article 7.

Article 7 The Corporation shall not handle personal information beyond the scope necessary to achieve the purpose of use specified in the preceding article without obtaining the prior consent of the individual.

(Appropriate Acquisition) Article 8.

Article 8 The Corporation shall not acquire personal information by deception or other wrongful means.

Article 8 The Organization shall not acquire personal information by deception or other wrongful means. (Prohibition of Acquisition of Specific Personal Information)

Article 9 The Corporation shall not acquire personal information related to ideology, beliefs, religion, or personal information that may cause social discrimination.

Article 9 The Organization shall not acquire personal information related to ideology, beliefs, or religion, or personal information that may cause social discrimination.

Article 10 In the event that the Corporation acquires personal information, the Corporation shall promptly notify the individual of the purpose of use or make it public, except in cases where the purpose of use has been publicly announced in advance. 2.

(2) Notwithstanding the provisions of the preceding paragraph, the Corporation may acquire personal information directly from the individual by means of application forms, questionnaires, contracts, or other written documents (including e-mail and entries on the website). (2)

Notwithstanding the provisions of the preceding paragraph, when obtaining personal information directly from the individual by means of application forms, questionnaires, contracts, or other written documents (including e-mails and entries on the website), the purpose of use shall be clearly indicated to the individual in advance. However, this shall not apply in cases where there is an urgent need to protect the life, body, or property of a person. 3.

In the event of a change in the purpose of use, the Corporation shall notify the person of the changed purpose of use or make it public. 4.

(4) The provisions of the preceding three paragraphs shall not apply to the following cases (1) When notifying the person of the purpose of use or making it public is likely to harm the life, body, property, or other rights or interests of the person or a third party. 2) When notifying the person of the purpose of use or making it public is likely to harm the rights or legitimate interests of the Corporation.

(3) When it is necessary to cooperate with a national agency or local government in executing affairs prescribed by laws and regulations, and notifying the person of the purpose of use or making it public is likely to hinder the execution of such affairs.

(4) When the purpose of use is recognized to be clear in view of the circumstances of acquisition.

(Ensuring the Accuracy of Data Contents)

Article 11 The Corporation shall endeavor to keep personal data accurate and up-to-date to the extent necessary to achieve the purpose of use.

Chapter 4 Management of Personal Information

(Security Management Measures)

Article 12 The Corporation shall take necessary and appropriate measures to prevent the leakage, loss, or damage of personal data handled by the Corporation, and for the safe management of other personal data. 2. (2) Each employee shall handle personal information in an appropriate manner in accordance with the following items.

(1) In each department, documents (including electronic media) containing personal information to be stored shall be kept in a lockable place, and password management shall be used to prevent dispersion, loss, and leakage.

(2) Information equipment should be managed appropriately, and should not be used by anyone who is not officially authorized to use it.

(3) Documents containing personal information that do not need to be retained must be disposed of promptly.

(4) Documents containing personal information must be completely erased by shredding, incineration, dissolution, or other methods.

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by shredding, incineration, dissolution, etc.

(5) Documents containing personal information shall be transmitted to other departments by appropriate methods and procedures, and shall not be retained beyond the necessary scope. (6) Documents containing personal information shall not be copied without permission. (6) Documents containing personal information must not be copied without permission. (7) Documents containing personal information must not be taken outside the company without the permission of the personal information protection manager, regardless of the purpose.

(Supervision of Contractors) Article 13.

Article 13 In the event that the Corporation entrusts all or part of the handling of personal data, the Corporation shall exercise necessary and appropriate supervision over the entrusted party to ensure the safe management of the entrusted personal data.

(Restriction on Provision to Third Parties)

Article 14 Personal data shall not be provided to a third party without the prior consent of the individual. (Limitation on Provision to Third Parties)

Article 14 Personal data shall not be provided to a third party without the prior consent of the individual; provided, however, that personal data may be provided to a third party without the consent of the individual in the following cases

(1) When required by law

(2) When the provision of personal data is necessary for the protection of the life, body, or property of an individual, and it is difficult to obtain the consent of the individual.

(2) When the disclosure is necessary for the protection of the life, body, or property of an individual and it is difficult to obtain the consent of the individual (3) When the disclosure is particularly necessary for improving public health or promoting the sound growth of children and it is difficult to obtain the consent of the individual

(4) When it is necessary to cooperate with a national agency, a local government, or a person or organization entrusted by either of the foregoing in executing affairs prescribed by laws and regulations, and

obtaining the consent of the individual is likely to impede the execution of such affairs. 2. In cases where the Corporation will stop the provision of personal data to a third party that identifies the individual concerned upon the request of the individual concerned, and the Corporation has notified the individual concerned in advance or made it readily available to the individual concerned of the following matters, the Corporation will stop the provision of the personal data to the third party notwithstanding the provisions of the preceding paragraph. Notwithstanding the preceding paragraph, the personal data may be provided to a third party.

(1) The provision of personal data to a third party shall be the purpose of use.

(2) Items of personal data to be provided to a third party

(3) The means or method of provision to a third party

(3) The means or method of provision to a third party (4) Stopping the provision of personal data that identifies the individual concerned to a third party at the request of the individual concerned. 3.

In the event that the Corporation changes any of the items listed in Item 2 or Item 3 of the preceding paragraph, the Corporation shall notify the person in advance of the change or place the person in a position where the person can easily learn of the change. 4.

(4) In the following cases, the person to whom the personal data is provided shall not fall under the category of a third party with respect to the application of the provisions of the preceding three paragraphs

(1) When the Corporation entrusts all or part of the handling of personal data within the scope necessary to achieve the purpose of use.

(2) When personal data is provided in connection with the succession of a business due to a merger or other cause.

(3) In the event that personal data is to be used jointly with a specific party, and the individual to whom the personal data pertains is notified in advance to that effect, the items of personal data to be used jointly, the scope of the parties to be used jointly, the purpose of use of the parties to be used jointly, and the name of the party responsible for the management of the personal data, or The Corporation shall notify the individual in advance of the scope of those who will jointly use the personal data, the purpose of use of those who will use the personal data, and the name of the person or

persons responsible for the management of the personal data, or shall place the personal data in a state where the individual can easily learn about it. 5.

In the event that the Corporation changes the purpose of use of a person or the name of the person responsible for the management of personal data as prescribed in Paragraph 3 of the preceding Article, the Corporation shall notify the individual in advance of the change or make it readily accessible to the individual.

(Public Announcement of Matters Concerning Retained Personal Data, etc.)

Article 15 With respect to retained personal data, the Corporation shall make the following matters available to the individual (including cases where the Corporation responds to the individual's request without delay)

(1) Name of the Organization

(1) Name of the Corporation

(2) The purpose of use of all retained personal data (except in cases falling under Article 10, Paragraph 4, Items 1 through 3)

(3) Procedures for responding to requests under the following paragraph, paragraph 1 of the following Article, and Article 17. 2. When the Corporation is requested by an individual to notify the purpose of use of retained personal data that identifies the individual, the Corporation shall notify the individual without delay. However, this shall not apply to cases that fall under any of the following items

(1) When the purpose of use of the retained personal data in which the person concerned is identified is clear pursuant to the preceding paragraph.

(2) The case falls under Article 10, Paragraph 4, Items 1 through 3.

(3) When the Corporation decides not to notify the purpose of use of the retained personal data requested pursuant to the preceding paragraph, the Corporation shall notify the individual without delay.

Chapter 5 Response to Requests for Disclosure, Changes, Suspension of Use, etc.

(Disclosure) Article 16.

Article 16 The Corporation may accept a request from an individual for the

disclosure of his/her personal data in writing or orally (including notification to that effect when the personal data in question does not exist; the same shall apply hereinafter). The same shall apply hereinafter). (2) When a request is made in writing or orally for the disclosure of retained personal data (including notifying the person concerned to that effect when there is no retained personal data that identifies the person concerned; the same shall apply hereinafter), the disclosure shall be made in writing or orally after confirming the person's identity with an identification card, etc.

However, in cases where disclosure would fall under any of the following items, all or part of the information may not be disclosed.

(1) When there is a risk of harm to the life, body, property, or other rights or interests of the individual or a third party.

(2) If the disclosure is likely to significantly impede the proper conduct of the business of the Corporation (3) If the disclosure would violate other laws and regulations

(2) When there is a risk of significant hindrance to the proper conduct of business (3) When there is a risk of violation of other laws and regulations (Correction, Addition, Deletion, Cessation of Use, Cessation of Provision to Third Parties, etc. of Retained Personal Data) Article 17 The Corporation may receive a request in writing or orally from the individual for correction, addition, deletion, cessation of use, or cessation of provision to third parties (hereinafter in this Article referred to as "correction, etc.") of the relevant retained personal data.

Article 17 (Correction, etc.) In the event that the Corporation is requested in writing or orally to correct, add to, delete, stop using, or stop providing to a third party (hereinafter referred to as "Correction, etc." in this Article) the relevant retained personal data, the Corporation shall investigate without delay to the extent necessary to achieve the purpose of use and correct, etc. the content of the relevant retained personal data based on the results of the investigation. 3.

(3) When the Corporation has made a correction, etc., or has decided not to make a correction, etc., to the requested retained personal data pursuant to the provisions of paragraph (1), the Corporation shall notify the person concerned to that effect without delay.

Chapter 6 Handling of Complaints
(Handling of Complaints) Article 18.

Article 18 The Corporation shall establish the necessary systems to handle complaints (hereinafter referred to as "complaints") regarding the handling of personal information. (Handling of Complaints) Article 18 The JBBA shall establish the necessary systems for handling complaints about the handling of personal information (hereinafter referred to as "complaints"), and shall strive to respond appropriately and promptly to complaints. 2.

The person in charge of handling complaints shall be the Executive Director of the Organization. 3.

Complaint handling

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