

Privacy policy.

ACE, a specified non-profit-making organisation (hereinafter referred to as 'the Organisation') (hereinafter referred to as 'the organisation') has established the following policy on the handling of personal data.

The definitions of terms used in this text are governed by the Act on the Protection of Personal Data ("Personal Data Protection Act"). and related laws and regulations.

1 Compliance with relevant laws, regulations and guidelines

The organisation will handle personal information lawfully and properly in compliance with the Personal Data Protection Act and other relevant laws, guidelines set by the Personal Data Protection Commission and this policy.

2 Obtaining personal data

The organisation acquires personal information by legal and proper means when you join the organisation, make a donation to the organisation, participate in our seminars and volunteer activities, purchase educational materials and other materials, request information materials from the organisation, apply for newsletters, make enquiries, and engage in recruitment activities.

3 Purpose of use of personal data

The organisation will use the personal information it has acquired within the scope of the following purposes of use or within the scope of the purposes of use that are clear from the circumstances of its acquisition, in accordance with the principles of the organisation's activities, and will not use it for any other purpose, except with the consent of the person concerned or as permitted by law.

- (1) Calls for membership, donations, etc.
- (2) Reports, etc. on business and organisational operations.
- (3) Notification of events, campaigns, etc., distribution of e-newsletters, etc.
- (4) Sending thank-you notes, receipts, goods, etc.
- (5) Responding to requests for information and enquiries to the organisation, etc.
- (6) Recruitment activities, etc.
- (7) To monitor access to the corporation and improve information dissemination.
- (8) Preparation of statistical data in a format that cannot be used to identify individuals.

- (9) Improving the quality of telephone support and preventing problems

4 Entrustment of personal data

The organisation may outsource the handling of personal data to subcontractors in order to facilitate its operations. However, the personal data to be outsourced will be limited to the minimum information necessary to carry out the outsourced tasks.

5 Provision of personal data to third parties

The organisation will not provide personal data to third parties (excluding contractors), except with the prior consent of the person concerned or where permitted by law. The organisation will not provide personal data to third parties (excluding subcontractors), except in the following cases. However, the following cases are excluded

- (1) Where it is necessary to cooperate with a state body, local authority or its delegate in carrying out the affairs prescribed by law, and where obtaining the consent of the person concerned may impede the carrying out of those affairs. Where there is a request for disclosure in accordance with laws and regulations.
- (2) Where disclosure is necessary for the protection of a person's life, body or property and it is difficult to obtain the person's consent.
- (3) Other cases permitted by law.

6 Personal data management

- (1) Ensuring the accuracy of data content

The organisation will endeavour to keep personal data accurate and up-to-date to the extent necessary to achieve the purpose for which it is used, and to erase such personal data when it is no longer required to be used.

- (2) safety control measures

The organisation takes necessary and appropriate measures to prevent leakage, loss or damage of personal data and for other security management.

- (3) Supervision of employees

When handling personal data by its employees, the organisation ensures that they are informed of the proper handling of personal data, provides them with appropriate training, and supervises them as necessary and appropriate.

- (4) Supervision of contractors

When the handling of personal data is outsourced, the organisation selects a

partner company that has appropriate security measures in place and provides necessary and appropriate supervision to the outsourced company.

7 Reception concerning retained personal data

- (1) If the person or his/her representative requests notification of the purpose of use of the retained personal data, the company will notify the person without delay, except in the following cases.
 - (a) Where the purpose of use of the retained personal data that identifies the person is clear.
 - (a) If there is a risk of harm to the life, body, property or other rights or interests of the person concerned or a third party.
 - c. where there is a risk of harm to the rights or legitimate interests of the legal entity.
 - (d) Where it is necessary to cooperate with a state body or local authority in the execution of its statutory duties and there is a risk of interfering with the execution of those duties.
- (2) If a request for disclosure of retained personal data is made by the person or his/her representative, the person will be notified without delay, except in the following cases.
 - (a) Where there is a risk of harm to the life, body, property or other rights or interests of the person concerned or a third party.
 - (a) If there is a risk of significant hindrance to the proper conduct of the business of the corporation.
 - (c) if it would result in a breach of the law
- (3) If the person or their representative requests the correction, addition or deletion of retained personal data, an investigation will be carried out without delay and appropriate action will be taken based on the results.
- (4) If a request is made by the person or their representative to cease using or erase retained personal data and it is found that there are grounds for the request, appropriate action will be taken.
- (5) To make a request under the preceding four paragraphs, please complete the request form prescribed by the organisation and send it together with the documents listed on the request form to the contact point of the organisation as indicated in 10 below. The personal information provided will be used for the purpose of responding to your request and will be kept in strict confidence. Please note that the request form and accompanying documents will not be

returned.

8 Cookies

Our internet pages use cookies. Cookies are text files that are stored on your computer system via your internet browser. Many internet sites and servers use cookies. A cookie consists of a string of characters that allows internet pages and servers to be assigned to the particular internet browser in which it is stored. This enables the viewed internet site or server to identify the individual browser of the data subject from other internet browsers containing other cookies. The one and only cookie ID can be used to recognise and identify a specific internet browser. By using cookies, the organisation can provide the users of this website with user-friendly services that would not be possible without the cookie setting.

By using cookies, the information and advertising on the corporation's website can be optimised with the user in mind. The purpose of this is to make it easier for users to use our websites. For example, website users who use cookies do not have to enter access data each time they visit the website. This is because cookies are stored on the user's computer system via the website. At any time, the data subject can prevent the setting of cookies through the website of the corporation by means of the corresponding settings of the internet browser used, and can permanently negate the setting of cookies. Furthermore, cookies that have already been set can be deleted at any time via your internet browser or other software programme. This is possible with all common internet browsers. If the data subject deactivates the cookie setting of the internet browser used, not all functions of our website may be fully available.

Cookies.

(1) Classification by duration

- ① Session cookies : Cookies that are deleted when the user closes the browser.
- ② Persistent cookies: Cookies that remain on the user's computer/device for a predefined period of time.

(2) Classification by attribution

- ① First type cookies: cookies that are set by the web server and share the same domain.
- ② Third party cookies: cookies stored by a domain different from the domain of the visited page; these cookies occur when a web page refers to a file, such as JavaScript, located outside its domain.

9 Revisions to this policy

The Corporation may review this Policy from time to time and make changes to it as necessary. However, in the event of a change to this Policy that requires the consent of the person concerned under the law, the changed Policy will only apply to those who have consented to the change in the manner prescribed by the Corporation. If the Corporation changes this Policy, it will make known or notify the individual of the effective date and content of the changed Policy by displaying the revised Policy on the Corporation's website or by other appropriate means.

10 Contact person for enquiries

110-0005.

1005 Okachimachi Green Heights, 6-1-6 Ueno, Taito-ku, Tokyo

Secretariat of the ACE non-profit organisation

Enquiry form: <https://acejapan.org/contact>

Established 8 October 2008.

Revised 1 July 2022.