

# Basic Policy Concerning Protection of Personal Information

Date of enactment : June 1, 2010

Date of Revision: January 10, 2012

Yoshio HARA

Chairman

Registered Non-Profit Organization AsiaSEED

Non-Profit Organization AsiaSEED (hereinafter “AsiaSEED”) works for developing human network among the world through assistances for higher education and international students. Through these opportunities, AsiaSEED has been entrusted with various types of personal information by people outside AsiaSEED. AsiaSEED considers that it is a social responsibility of AsiaSEED to manage such information properly. AsiaSEED implements followings for that purpose.

## 1. Acquisition, Use, and Provision of Personal Information

AsiaSEED shall protect all personal information through all activities including personal information of employees properly by proper acquisition, use, and provision. Also, AsiaSEED shall utilize personal information only for described purpose and come out with protection system against improper usage of personal information for purpose other than the original intent.

In the case of utilizing personal information for other purpose that described purpose, AsiaSEED shall obtain agreement from an identical person.

## 2. Purpose for Using Personal Information

AsiaSEED shall utilize personal information only for following purposes

- 1) Service for assisting international students and trainees
- 2) Service for assisting candidate international students and trainees
- 3) Service for assisting to dispatch scholars and researchers from Japan to other countries
- 4) Service for assisting to organize workshop and seminar

3. Act, Guideline and Rule on Personal Information

AsiaSEED shall follow act, guideline and rule on personal information stated by Japanese Government.

4. Security Management for Personal Information

AsiaSEED shall implement legitimate protection and correction measures against illegal access to, and leaks, lost, destruction, and revision of personal information.

5. Consultation and Complaints regarding Personal Information

AsiaSEED shall promptly deal with consultations and complaints regarding personal information.

6. Ongoing Improvement of Protection Management for Personal Information

AsiaSEED shall conduct ongoing improvement of protection management to protect personal information properly.

Please contact the following person for queries, comments, and complaints regarding the handling of personal information.

Registered Non-Profit Organization AsiaSEED

Manager of Customer Relations

Tel : 03-5566-0072

Fax : 03-3552-7986

Email : [office@asiaseed.org](mailto:office@asiaseed.org)