

# Basic Policy Concerning Protection of Personal Information

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Hikaru SHOZAWA

Chairman

Registered Non-Profit Organization Asia SEED

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

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

Asia SEED shall protect all personal information through all activities including personal information of employees properly by proper acquisition, use, and provision. Also, Asia SEED 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, Asia SEED shall obtain agreement from an identical person.

## 2. Act, Guideline and Rule on Personal Information

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

## 3. Security Management for Personal Information

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

## 4. Consultation and Complaints regarding Personal Information

Asia SEED shall promptly deal with consultations and complaints regarding personal information.

## 5. Ongoing Improvement of Protection Management for Personal Information

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

Please contact to the following person for:

- notification of purpose of use of personal information,
- disclosure of personal information,
- correction, addition, or deletion of personal information,
- suspension of use of personal information,
- suspension of provision of personal information to third parties,
- disclosure of records of personal information provided to third parties,
- complaints regarding the handling of personal information.

Registered Non-Profit Organization Asia SEED

Manager of Customer Relations

(Open daily Mon-Fri. 10:00-17:00, excluding national holidays and New Year's holidays)

Tel : 03-6206-2222

Fax : 03-6206-2244

Email : office@asiaseed.org

# Personal Information Management Guideline

## 1. Name of Organization and Department in charge of Personal Information Protection

Registered Non-Profit-Organization Asia SEED

Division of General Affairs

Tel : 03-6206-2222

Fax : 03-6206-2244

Email : office@asiaseed.org

## 2. Purpose for Using Personal Information

Asia SEED shall utilize personal information only to fulfill following purposes

<Clients' Information>

- 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 seminar and internship

<Employees' Information>

- 5) Human resource management, office administration, health monitoring of its employees

<Job applicants' information>

- 6) Recruiting activities, contact with the applicants

<Business Partners' Information>

- 7) Business communication, sales order management, billing service

<Commissioned Project>

- 8) Business contact for commissioned projects

## 3. Provision of Personal Information to Third Parties

Asia SEED shall not provide obtained personal information to any third party without consent unless obliged by statute.

- Purpose of provision
- Items of personal information to be provided
- Methods of provision
- Type of organization and character of the recipient of personal information
- Content of contract regarding management of personal information, if any

## 4. Entrusting Personal Information

Asia SEED may entrust personal information to outside business operator within the objective of fulfilling the purpose of obtaining personal information. In such cases, Asia SEED shall select business operator with legitimate personal information management system, and conclude agreement over management of personal information.

5. Provision of personal information is voluntary. However, Asia SEED may not be able to accept application for its service or its job opening unless requested personal information is fully provided.

6. Asia SEED shall not employ any method that is not easily recognizable, such as Cookie or Web Beacon, in obtaining personal information.

7. Please contact to the following person for:

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- correction, addition, or deletion of personal information,
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- suspension of provision of personal information to third parties,
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<Personal Information Management Contact Information>

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<Authorized Personal Information Protection Organization>

As the responsible Authorized Personal Information Protection Organization, the Japan Institute for Promotion of Digital Economy and Community (JIPDEC) shall address any complaints concerning the handling of personal information for Asia SEED based on the Personal Information Protection Law.

1) Name of the Authorized Personal Information Protection Organization  
Japan Institute for Promotion of Digital Economy and Community (JIPDEC)

2) Complaint resolution department  
Accredited Personal Information Protection Organization Administrative Office  
Address: Roppongi First Building, 1-9-9 Roppongi, Minato-ku, Tokyo, 106-0032 Japan  
Phone: 03-5860-7565, 0120-700-779 (toll free)