

## Consent on Handling of Personal Information

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### 1. Handling of Personal Information

#### (1) Compliance with applicable laws

To the extent applicable, the Japan Foundation will comply with the “Act on the Protection of Personal Information” (Act No. 57 of 2003) (the “**Act**”), relevant cabinet and ministerial orders, various guidelines stipulated by the Personal Information Protection Commission or other organizations to which the Personal Information Protection Commission has delegated authority, the “EU General Data Protection Regulation (the “**GDPR**”),” the Personal Information Protection Law of the People’s Republic of China and related laws and regulations (the “**Chinese Laws**”), and other laws and regulations in relation to protection of personal information in relevant countries and regions, etc., and when handling any personal information, the Japan Foundation will properly collect, use and control the same. For more information on the Japan Foundation’s efforts to protect personal information (privacy policy), please visit the following websites:

(Related to the Act): (Japanese) <https://www.jpf.go.jp/j/privacy/>

(English) <https://www.jpf.go.jp/e/privacy/>

(Related to the GDPR): <https://www.jpf.go.jp/e/privacy/index.html#gdrp>

(Related to the Chinese Laws): [https://www.jpfbj.cn/jp/personal\\_information/](https://www.jpfbj.cn/jp/personal_information/)

#### (2) Acquisition of personal information

The Japan Foundation may acquire the following personal information (the “**Personal Information**”) from the applicants through the application forms, attachments, project reports, deliverables, etc. (the “**Project Materials**”). In addition, the Japan Foundation may acquire the applicants’ Personal Information through publicly available websites.

[Basic information of applicants]

Name, date of birth, nationality, permanent residence, gender, place of employment, job and work duties, home address, postal code, telephone number (including mobile phone number), fax number, e-mail address, ID number, passport number, family structure, names of family members, dates of birth of family members, nationalities of family members, genders of family members, addresses of family members, jobs of family members, photographs taken during or prior to the program, etc.

[Information on applicants’ educational background, career history and abilities]

Resume (including educational background and career history), major achievements, foreign language proficiency, overseas residence history, overseas residence plan, contact information during the residence period, etc.

[Sensitive data on applicants]

Personal data such as medical history, medical examination results, other health-related information and bank account information

#### (3) Purposes of use and period of personal information

a. Based on the consent of the applicant, the Japan Foundation will use the Personal Information acquired from the applicant for screening, notification of screening results, implementation of the project, post-evaluation, communication to successful applicants and for any and all other purposes for management of applicants and successful applicants (the “**Purposes of Use**”).

b. For the proper and smooth operation of the Japan Foundation projects, any information such as the applicants’ names, genders, jobs, titles, affiliations, project periods, project content, etc. will be: posted on published materials, such as the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyō Jisseki*),

the Annual Report and the Japan Foundation's website; used for preparation of statistics materials; and used for formulation of future Japan Foundation projects.

- c. In addition to the information specified in b. above, the applicants' contact information (i.e., address, e-mail address and phone number) will be used to: request the applicants to answer questionnaires as follow-up to the project after completion thereof; provide a notice regarding other Japan Foundation projects; request the applicants to provide information for formulation of future Japan Foundation projects, and so on.
  - d. The Japan Foundation will handle the Personal Information of the applicants for the period necessary to achieve the Purposes of Use stated above.
- (4) Provision of personal information
- a. The Japan Foundation may provide the Personal Information acquired from the applicants to the following organizations, to the minimum extent necessary. The Japan Foundation will make sure that the recipients take measures to ensure the security of the Personal Information.
    - (a) The Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc. (for arrangement of visas, handling of security control, support for project implementation, etc.)
    - (b) Airlines, insurance companies and the agencies thereof, etc. (for procurement of overseas travel accident insurance, etc.)
    - (c) Co-organizers and evaluators such as outside experts, etc. (for screening, post-evaluation, etc.)
    - (d) News media and other organizations (for public relations for the projects)
    - (e) Other organizations and individuals who receive the information as needed for the projects.
  - b. The applicant's medical examination results and health information may be provided to medical institutions, medical professionals, insurance companies, organizations or individuals who provide cooperation for training (including host families) and relevant government agencies for immigration procedures, procurement of overseas travel insurance and claims therefor, and health care and safety control after entry into or departure from Japan.
  - c. The Personal Information acquired from the applicants may be used or provided for purposes other than those specified in the Purposes of Use, in accordance with Article 69, Paragraph 2 of the Act, such as providing such Personal Information for administrative organs, other incorporated administrative agencies, local public entities or local incorporated administrative agencies (the "**Administrative Organs**") as long as the Administrative Organs use the same within the scope necessary to conduct the affairs or services prescribed by applicable laws and regulations and where there is a reasonable ground for such use.
- (5) Cross-border transfer of personal information
- a. The Japan Foundation may handle the Personal Information acquired from the applicants by transferring the same to the base located in Japan (including the Japan Foundation headquarters) or other countries or regions for the Purposes of Use specified above. The Japan Foundation shall appropriately control the Personal Information in such countries or regions.
  - b. In addition to the case specified in the preceding paragraph, the Japan Foundation may provide the Personal Information acquired from the applicants to necessary organizations or individuals in Japan or other countries or regions for the Purposes of Use specified above as needed for the projects, only when the conditions stipulated in laws and regulations are satisfied.
- (6) Security control of personal information

The Japan Foundation shall endeavor to prevent unauthorized access and leakage of the Personal Information of the applicants by way of taking appropriate security control measures and control means.

(7) Rights pertaining to personal information of applicant

The applicant has the right to access his/her Personal Information, correct inaccurate Personal Information, suspend the use of the Personal Information, etc., to the extent that the Act, the GDPR, the Chinese Laws and other laws pertaining to protection of the Personal Information in the relevant country or region apply.

(8) Filing of objections against handling of personal information

In the case where the applicant is dissatisfied with the handling of the Personal Information in the Japan Foundation, such applicant may state his/her objections to the Japan Foundation to the extent permitted by the applicable laws and regulations. In accordance with the applicable laws and regulations, the applicant may also file objections to the authority that has jurisdiction over protection of the Personal Information in the country to which the applicant belongs.

(9) Personal information of persons involved in the project

The Personal Information of persons involved in the project other than the applicant, which is submitted by the applicant to the Japan Foundation, shall also be handled in the same manner as stipulated in (1) to (8) above, and therefore, the applicants should provide explanations in advance to the persons involved in the project and obtain their consent.

(10) Contact information

Please use the contact details specified in "6. Inquiry" for any opinions, questions, etc. regarding any matters specified in this "Handling of Personal Information" section.

(11) Revocation of consent

The applicant has the right to revoke his/her consent to any matters specified in this "Handling of Personal Information" section at any time. The revocation of consent does not affect the legality of the handling of the Personal Information prior to the revocation. In addition, when the applicant does not provide his/her consent or revokes his/her consent, such applicant may not be able to receive necessary information and/or services from the Japan Foundation.

I am \_\_\_\_\_ (name of participant). By signing below, I hereby understood all of the terms and conditions of Consent on Handling of Personal Information and agree to the terms and conditions contained therein.

**Name of Participant: (in Block Capital Letters)**

**Date & Signature:**

(yyyy/mm/dd)