

<AJALT Policies on Personal Data Protection>

Association for Japanese Language Teaching (AJALT), a public interest corporation, recognizes its social responsibility to protect the personal data gained through its business activities. AJALT follows the policies below on personal data protection.

【Basic Policies】

1. When AJALT collects any personal data, AJALT will clearly identify the purposes of collecting the data and use the data only for those purposes. Furthermore, AJALT will use and provide the personal data only for the purposes disclosed in advance and take measures to prevent uses for any other purposes. AJALT will not provide the personal data of an individual to a third party without a permission from that individual or where permitted by law.
2. AJALT follows the requirements on the Personal information protection management systems (JIS Q 15001:2017), adheres to national laws, regulations, and policies on personal data protection, and pays strict attention on how personal data are handled.
3. AJALT controls the personal data it collects in a safe and secure manner, implements measures for their safe handling, and applies corrective actions for preventing leaks, loss, and damages to the personal data.
4. AJALT will rapidly investigate and make sincere efforts to address any questions and complaints received on the handling of personal data. Questions and complaints on the handling of personal data should be addressed to the contact listed below.
5. AJALT updates and continuously improves its Personal information protection management systems to keep up with applicable laws and regulations, societal changes, and changes in technology and business.

Effective: September 1, 2006

Latest update on July 21, 2022

Association for Japanese-Language Teaching
Sawa Toda
Chair

【Handling of Personal Data】

1. Data collection and usage

The personally-identifiable data that AJALT collects for its business activities will only be used for the following purposes:

< Customer personal data >

- 1) Fulfilling AJALT's obligations in its agreement with customer (e.g. provide effective Japanese language lessons)
- 2) Providing information on AJALT's products and services and contacting the students enrolled in its seminars
- 3) Selling and delivering its various publications
- 4) Invoicing and payment processing using credit cards
- 5) Responding to questions received about AJALT
- 6) Handling complaints on third-party certification (Privacy Mark)

< Instructor personal data >

- 7) Payments, paperwork, and notifications
- 8) Submitting reports to government agencies
- 9) PR activities
- 10) Handling complaints on third-party certification (Privacy Mark)
- 11) Security at the AJALT offices and other facilities

< Member and employee personal data >

- 12) Payroll and other procedures
- 13) Submitting reports to government agencies
- 14) Selecting qualified contract workers
- 15) Fulfilling obligations in contract-work agreements
- 16) Handling complaints on third-party certification (Privacy Mark)
- 17) Security at the AJALT offices and other facilities

< Member and donor personal data >

- 18) Membership enrolment and donation processing
- 19) Communications on membership and donations
- 20) Various mailings
- 21) Handling complaints on third-party certification (Privacy Mark)

< Membership and job applicant personal data >

- 22) Communications on membership enrolment and job applications
- 23) Handling complaints on third-party certification (Privacy Mark)

The policies above will not apply, nevertheless,

- When AJALT sends emails to individuals seeking their agreement to the AJALT Policies on Personal Data Protection
- When AJALT has a permission from the individual

2. Personal data provided to a third party

AJALT will not provide an individual's personal data to a third party, except in the following instances:

- 1) When the individual agrees to it in advance
- 2) When required by law enforcement and other government institutions to provide the information, and AJALT is legally unable to refuse.
- 3) When required for addressing an imminent threat to the individual's or another person's life, body, or personal properties
- 4) When AJALT receives a request from a third party because of damages caused by the individual or fears of such damages, and AJALT deems the request justified
- 5) When AJALT's partner needs the personal data for performing the contracted work for AJALT (e.g. payroll, mailings, and other paperwork)
- 6) When AJALT exchanges information with a financial institution or credit company for payment processing, etc.
- 7) When AJALT provides information to an individual, business, or organization delivering contracted lessons for AJALT

3. Personal data disclosure to a contracting partner

AJALT may disclose personal data to a contracting partner for mailing, payroll, and other contracted work. The disclosed personal data will be controlled and managed appropriately.

4. Submission of personal data and services provided

AJALT will ask an individual to provide his or her personal data, that AJALT requires, at the individual's discretion, via email, written documents, and web pages. AJALT may not be able to provide service, when the required personal data are not provided.

5. Notification of purpose of use, disclosure and correction of personal data

When AJALT receives a request from an individual to review his or her personal data, AJALT will confirm the individual's identity and provide the information without delay. If the individual discovers any error in his or her personal data, then the individual may request AJALT to correct or stop using the data, and AJALT will comply.

6. Personal data protection and management

AJALT uses the SSL (Secure Socket Layer) technology for encrypting the personal data that customers submit over the Internet. AJALT controls the personal data in a secure manner and proactively implements measures preventing inappropriate access, use, destruction, modification, and leakage of personal data by a third party. Please contact below on any questions about the AJALT Policies on Personal Data Protection.

Personal Data is controlled by the Associate Managing Director in the legal department of Association for Japanese-Language Teaching.

TEL: 03-3459-9620

To request for disclosure, correction, or discontinued use of personal data, please contact the personal data protection contact at the legal department in Association for Japanese-Language Teaching.

2F Toranomom ES Bldg., 3-25-2

Toranomon, Minato-ku, Tokyo, JAPAN

TEL: 03-3459-9620 FAX:03-3459-9660

Request form is available at <https://www.ajalt.org/english/contact/>

【Requesting a Copy of Your Personal Data】

How to request a disclosure and updating of your personal data

1. Personal data that can be disclosed

A client's personal data that AJALT can disclose include the personal data independently collected by AJALT, when the client signs up for private lessons, classes, and seminars held by AJALT. AJALT does not disclose the personal data collected for lessons and seminars that AJALT holds for a third-party client organization. Please contact the third-party organization for such data.

2. Request method

Please follow the steps below for disclosure, updating, deletion, and discontinued use of the personal data collected by AJALT.

(1) Documents required for a request

- A copy of our Request for Personal Data Disclosure that has been filled out.
- Personal Identification (See * below)
- Postage for simple registered mail or specified record in the form of a check or fixed amount small exchange certificate

***Personal identification:**

If your request is on your own personal data, a copy of one of the following showing your name, address, and birth date is required:

Driver's license,
Passport,
Health insurance card, or
National pension notebook

If a third party is submitting a request on a client's personal data, then a third party's personal identification, showing the name, address, and birth date, is also required:

Driver's license,
Passport,

Health insurance card, or
National pension notebook

(2) Where to mail your request:

AJALT

2F Toranomon ES Bldg., 3 -25-2

Toranomon, Minato-ku, Tokyo 105-0001, Japan

Attn: Personal Data Protection Office, Control Department

3. Response to Your Request

AJALT will verify the personal identification(s), verify and investigate the request, and respond in writing to the requester.