

Handling of Personal Data

AJALT follows the procedure below in collecting and storing customers' personal data and complies with A.3.4.2.5 of JIS Q 15001:2017 (A.3.4.2.4 on data provided in writing by individuals). Information entered into this form will only be used for the purposes listed below.

1. Organization Name

Organization Name : Association for Japanese-Language Teaching

2. Who Manages the Personal Data

Managed by: Personal Data Manager

Title: Associate Managing Director

Contact: Association for Japanese-Language Teaching
Management Division TEL : 03-3459-9620

3. Data collection and usage

<Customer personal data>

| | Purpose of using personal information |
|---|--|
| Participants in Japanese language lessons | <ul style="list-style-type: none"> • Fulfilling AJALT's obligations in its agreement with customer (e.g. provide effective Japanese language lessons) • Invoicing and payment processing |
| Seminar participants | <ul style="list-style-type: none"> • Providing information on AJALT's products and services and contacting the students enrolled in its seminars • Invoicing and payment processing |
| Publication purchaser | <ul style="list-style-type: none"> • Selling and delivering its various publications • Invoicing and payment processing |
| Inquirer | <ul style="list-style-type: none"> • Responding to questions received about AJALT |

<Instructor personal data>

| | Purpose of using personal information |
|------------------|--|
| Instructor, etc. | <ul style="list-style-type: none"> • Payments, paperwork, and notifications • Submitting reports to government agencies • PR activities |

<Member, officer and employee personal data>

| | Purpose of using personal information |
|----------------------------|---|
| Japanese instructor member | <ul style="list-style-type: none"> • Payroll and other procedures • Communications on membership • Submitting reports to government agencies • Selecting qualified contract workers • Fulfilling obligations in contract-work agreements • Security at the AJALT offices and other facilities |

| | |
|----------------------|---|
| Officer and employee | <ul style="list-style-type: none"> • Payroll and other procedures • Personnel management and work management • Submitting reports to government agencies • Security at the AJALT offices and other facilities |
|----------------------|---|

<Supporting member and donor personal data>

| | Purpose of using personal information |
|-------------------|--|
| Supporting member | <ul style="list-style-type: none"> • Membership enrolment • Communications on membership • Various mailings |
| Donor | <ul style="list-style-type: none"> • Donation processing • Communications on donations • Various mailings |

<Membership and job applicant personal data>

| | Purpose of using personal information |
|--------------------------------|--|
| Japanese Instructor membership | <ul style="list-style-type: none"> • Communications on membership enrolment |
| Job applicant | <ul style="list-style-type: none"> • Communications on job applications |

4. 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

5. 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.

6. Request for Data and Deletion

A customer has a right to access the data held by AJALT and/or have them deleted. Submit a request to the AJALT contact below to find out how AJALT uses the personal data; view the personal data; request for a

correction, addition, or deletion; or ask AJALT to stop using the data or providing data to third parties. AJALT will confirm the requester's identity and respond within a reasonable time period. Use the contact information to follow up on a submitted request.

Association for Japanese-Language Teaching
Management Division
Consultation desk for personal information protection
2F Toranomon 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/>

7. No Obligation to Provide Data

Clients are under no obligation to provide personal data to AJALT. Without the data, however, AJALT may not be able to provide optimal services.

8. Some Data Are Collected Automatically

AJALT may access Cookies generated, when an individual browses the AJALT web site, for security and usability enhancement purposes.