

## **【Handling of Personal Data】**

### **■ Association for Japanese-Language Teaching (AJALT)**

#### **■ Chief privacy officer**

Associate Managing Director in the legal department of AJALT.

#### **■ Data collection and usage**

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

- (1) Fulfilling AJALT's obligations in its agreement with customer (e.g. provide effective Japanese language lessons)
- (2) Invoicing and payment processing using credit cards

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

#### **■ 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

#### **■ 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.

#### **■ 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.

#### **■ 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.

#### **■ 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.

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.

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Request form is available at

<https://www.ajalt.org/english/contact/>