

Attention to: Participants,

## Handling of Personal Information

Secretary General  
Handling of Personal Information Administrator  
Japan International Cooperation Center

JICE has received the certification acquisition of Privacy Mark and shall treat personal information in an appropriate manner. If you are applying to this Program, please read the notice below and agree to provide certain personal information.

JICE shall use the personal information you provide for the purpose of the 'implementation and operation of international exchange Program (including follow-up programs after your participation in the Program) conducted by JICE.

Specific uses are as follows.

- 1) Coordinating your participation in the International Exchange Program
- 2) Sending/collecting various documents and questionnaires
- 3) Emergency contact
- 4) Posting photos/videos in program reports and PR mediums (homepage, annual report, PR magazines, social media, etc.)
- 5) Providing information and introducing other projects organized by JICE such as international participants training, international student services, international youth exchanges, multiculturalism promotion, education development, convention seminars, etc.

JICE may share the acquired personal information with other individuals or entities, only in cases where security requirements for personal information protection have been validated in accordance with JICE's regulations.

JICE may share the personal information you provided by hand in writing, post mail, FAX, or e-mail in order to implement the program per the following conditions.

Personal Information that may be provided	Purpose	Recipient
Name, age, date of birth, gender, e-mail address, school name, language qualifications/experience, experience with organization activities/international exchange projects/travelling abroad, purpose of application, self-introduction, photos/videos taken during the Program by JICE or any other third party, etc.	To share information of participants for the implementation of the program, selecting participants, conducting questionnaires, and creating materials related to JICE programs.	Organizations involved in the implementation and operation of the Program (MOFA, the Embassy of Japan in the target countries, related international organizations, etc.), as well as the implementing organization staff, travel agencies, lecturers, representatives at visited companies/organizations, faculty at schools of exchange, host families, printing companies, and among participants

The provision of personal information to JICE is left to your discretion. However, in cases where some personal information is not provided, you may be denied participation in the Program, and JICE may not be able to make an appropriate judgment regarding the implementation of the Program.

In regards to the personal information provided to JICE, you have the right to request notification of the purpose of the utilization of the information, disclosure of the information, amendments to the information, additions or deletions of information, complete elimination of or cessation of the utilization of the personal information itself, and the suspension of the provision of the information to any third party. If you wish to request any of the above such as disclosure of your personal information, please contact the following department. JICE will respond to your request after verifying personal identification.

Personal Information Liaison, General Affairs Department, JICE Phone : 03-6838-2702 (Mon-Fri 9:30~12:30, 13:30~17:30) E-mail : <a href="mailto:privacy@jice.org">privacy@jice.org</a>
International youth exchange program related inquires. Youth Exchange Division, International Exchange Department, JICE Phone : 03-6838-2730 (Mon-Fri 9:30~12:30, 13:30~17:30) E-mail : <a href="mailto:kokusaikoryu@jice.org">kokusaikoryu@jice.org</a>

## **General Data Protection Regulation (GDPR) Privacy Policy**

JICE processes and protects your personal data as follows, pursuant to the General Data Protection Regulation (hereinafter referred to as "GDPR") and JICE will commit ourselves to pursuing the following policy to properly handle and protect your personal information through the establishment of rules and a system compliant with the JISQ 15001 (personal information protection management standard) requirements to deploy the most secure system for that purpose.

### **Purpose for Processing Personal Data**

JICE is acquiring personal information for the purpose of conducting the following business matters. Your personal information will not be used for any other purposes.

- (1) Implementation of Japan's Friendship Ties Programs "MIRAI" (hereinafter referred to as "MIRAI").
- (2) Others: provision of information on JICE's activities, such as support for management of international training programs and overseas student programs, international exchange programs, social integration, support for development education, convention and seminar services, etc.

### **Personal Data Categories**

JICE process your personal data necessary for the purposes stated in "Purpose for Processing Personal Data". Such personal information includes: Name, Age, Sex, Health Condition, Food Allergies, Passport, Smoking Habit, Information of your School/Organization, Mother Tongue, Hobbies, Academic Awards, Photos including images of your face taken during the program and attached in Entry Form, Reports or Presentation documents you prepare etc...

The sensitive personal information you provide to JICE includes Nationality, Religion, Health Condition, Medicine, Pregnancy, Food Allergies will be used only for such purposes as smooth implementation of the program.

### **Refusal to Provide Personal Data**

The provision of personal information to JICE is left to your discretion. However, in cases where some personal information is not provided, it may not be possible for JICE to make an appropriate judgment regarding your participation in MIRAI.

### **Disclosure and Provision of Personal Data to other Parties**

JICE will disclose and provide your personal data to other parties such as host families, Japanese schools and the related organizations or facilities to achieve the purposes stated in "Purpose for Processing Personal Data".

Your personal data may be disclosed or provided to authorities or recipients prescribed in laws and regulations where necessary to comply with EU law or the laws and regulations of members of the EU, EEA or U.K.

**Transfers**

JICE may transfer your personal data from within the EU, EEA or U.K to non EU, EEA, or U.K. countries and regions in order to achieve the purposes stated in "Purpose for Processing Personal Data". You shall be deemed as having consented to the matters by consenting to the Privacy Policy.

**Management of Personal Data**

In receiving your personal data, JICE will manage such data according to the strictest standards. JICE ensures that the board members and employees are properly trained regarding appropriate handling to safeguard the security of your personal data. JICE will keep your personal information for years in order to follow up/analyse its business activities.

**Request about handling of Personal Information**

In regards to the personal information provided to JICE, you have the right to request notification of the purpose of the utilization of the information, disclosure of the information, amendments to the information, additions or deletions of information, complete elimination of or cessation of the utilization of the personal information itself, and the suspension of the provision of the information in accordance with GDPR.

**Lodging a complaint with an authority**

You have the right to lodge a complaint on the processing of their personal data with the data protection authority having jurisdiction over your residence.

**The contact information of data protection officer**

You can contact JICE's data protection officer at [privacy@jice.org](mailto:privacy@jice.org).

**Consent Form**

To: Secretary General  
Personal Information Administrator  
Japan International Cooperation Center (JICE)

**I hereby agree to the above-stipulated matters in regards to the handling of my personal information including GDPR private policy.**

\_\_\_\_\_  
Print Name of Participant

\_\_\_\_\_  
Nationality

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date (MM/DD/YYYY)

\*This consent form is for a person who is from the EU, EEA countries, or U.K.

\* Kindly scan **all pages** of the letter of understanding after signing and upload them to the designated Application Form for MIRAI.