

Attention to: Participants

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

### **Handling of Personal Information**

JICE has been making every effort to handle appropriately all personal information it receives. We hope that you will understand the matters stipulated below and agree to provide the requested personal information.

We are 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 MIRAI Program.

(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.

The personal information you provide to JICE includes Nationality, Religion, Health Condition, Medicine, Pregnancy, Food Allergies, Hobbies, Photos including images of your face taken during the program and attached in Entry Form, Reports or Presentation documents you prepare etc...and will be used only for such purposes as smooth implementation of the program.

JICE may pass on the personal information you provide to the related companies to which JICE contracts its business for the purpose of printing, translating and disposing of the documents.

In addition, JICE may provide the organizations specified below with the personal information JICE obtains from you for the implementation of MIRAI Program. The attribution, the purposes of the provision of the information by JICE, and the information items are as stipulated below:

- a) The organizations to be provided with your personal information  
Host families, Japanese schools and the related organizations or facilities.
- b) The purpose(s) of the provision  
To arrange the program properly.
- c) Personal information items to be provided  
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 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 implementation of MIRAI Program.

JICE will ask you to complete a questionnaire during/after your participation in MIRAI Program. JICE may use what you have written in the questionnaire for the purpose of promoting its public relations or enhancing its business performance.

In addition, JICE will keep your personal information, as well as your written questionnaire, for years in order to follow up/analyse its business activities.

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. If you wish to request any of the above, please contact the following department.

Personal information liaison, General Affairs Department, JICE  
TEL: 03-6838-2702 E-mail: [privacy@jice.org](mailto:privacy@jice.org)

# 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 MIRAI Program.
- (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 implementation of MIRAI Program.

## 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.

## Transfers

JICE may transfer your personal data from within the EU/EEA to non EU/EEA 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).

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Consent Form

Date:

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.**

**Name in block letters:** \_\_\_\_\_

**Signature:** \_\_\_\_\_