

<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), 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.

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