

【Disclosure on the Use of Personal Information】

Association for Japanese Language Teaching (AJALT) uses an individual's personal information for purposes described below. If the individual agrees to additional uses, then AJALT will use the information for such specific purposes. (AJALT may work with a third party for those specific purposes and may provide the information to such third party.)

<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	•Communications on membership enrolment
Job applicant	•Communications on job applications

【Request for Disclosure of Retained Personal Data and Records of Provision to Third Parties】

AJALT handles requests regarding the personal information it retains (disclosing the uses, updating the information, addendum or deletion, discontinuing the uses or disclosures to a third party) and requests for disclosure of records of provision to third parties as below.

1. Organization Name, Address, and Representative

Organization Name: Association for Japanese-Language Teaching
Address: 2F Toranomom ES Bldg., 3-25-2 Toranomom Minato-ku, Tokyo 105-0001
Representative: Chair Sawa Toda

2. Personal Information Protection Manager

Title: Associate Managing Director
Contact: Association for Japanese-Language Teaching
Management Division TEL : 03-3459-9620

3. Personal Information Uses

<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. Contact for complaints regarding the handling of retained personal data

Complaints regarding the handling of retained personal data will be accepted at the "Contact for Questions and Complaints".

5. Authorized Personal Information Protection Organizations to which the Association Belongs

[Name of the authorized personal information protection organization and contact information for resolution of complaints*]

JIPDEC (Japan Institute for Promotion of Economy and Community)

Personal Information Protection Consultation Service Office

Roppongi First Building, 9-9 Roppongi 1-chome, Minato-ku Tokyo, 106-0032 Japan

TEL:03-5860-7565 / 0120-700-779

*Note that this is not a contact for services provided by AJALT.

6. Disclosure Process

Please see 8 (Contact for Questions and Complaints), for any requests regarding your personal information. AJALT will provide a request form and a document describing the request procedure.

7. Safeguarding the Personal Information

AJALT has documented procedures on handling and safeguarding the personal information and follows such procedures (organizational, human resources, physical, and technological).

8. Contact for Questions and Complaints

Association for Japanese-Language Teaching

Management Division

Consultation desk for personal information protection

Address: 2F Toranomon ES Bldg., 3-25-2 Toranomon Minato-ku, Tokyo 105-0001

TEL:03-3459-9620 FAX:03-3459-9660

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

[Procedures for Disclosure of Retained Personal Data]

Requests for Retained Personal Information

AJALT handles requests regarding the personal information it retains (notifying and disclosing its uses, updating the information, addendum or deletion, discontinuing the uses or disclosures to a third party) as below.

1. Submitting Your Request

- 1) Please submit your request to the contact below. AJALT will mail you a "request form." Once you agree to how AJALT handles the personal information, AJALT will ask you to mail or deliver the filled-out request form to the contact below.

Association for Japanese-Language Teaching
Management Division
Consultation desk for personal information protection
Address: 2F Toranomon ES Bldg., 3-25-2 Toranomon Minato-ku, Tokyo 105-0001
TEL:03-3459-9620 FAX:03-3459-9660
Request form is available at <https://www.ajalt.org/contact/>

2) Identity confirmation

1. AJALT will confirm the identity of the requestor with the documents required below.
2. In addition, AJALT will confirm the identity of designated representative or legal representative (when the requestor is underage, etc.) using the documents required below.
3. A copy of one of the documents below is required for confirming the identities of the requestor and the representative.
 - a. Driver's license
 - b. My Number Card (front side)
 - c. Any other government-issued identification with photograph
4. AJALT requires the document below to confirm that a representative is submitting a request at the behest of the requestor.
 - a. Designated representative: a filled out request form
 - b. Legal representative of an underage requestor: a copy of family registry (issued within the last 6 months)
 - c. Legal representative of a requestor of age: a copy of family registry (issued within the last 6 months)
 - d. Legal guardian: a copy of family registry or residential record (issued within the last 6 months)

2. Fee

Please pay the fee below for each request. AJALT will provide a form to fill out and payment information, when a request is received. Please pay any bank fees for a bank transfer.

•Fee: 1000 yen

3. Responses

AJALT will respond to your request without delay by one of the following means:

- Mail to the registered address of the requestor or representative
- Email to the registered address of the requestor or representative