

## Policy on the protection of Personal Information (Privacy Policy)

Japan Platform (JPF) offers social activities and its mandate is to facilitate mutual cooperation amongst personal or organisational representatives of NGOs, governmental institutions, business communities, media, and funding organisations in order to conduct effective and prompt international emergency aids for the refugees and the affected, in response to disaster such as conflicts, and national disasters ,

In order to facilitate the aforementioned social activities above, JPF collects and utilises personal information (including name, address, birth date, employment, telephone number, Email address, etc) of members, sponsors, activity participants, and other people concerned. recognising that private information should be appropriately dealt with under the principle of respecting the individual personality, JPF endeavours to protect personal rights and interests. The personal information collected through our activities is to be properly managed and observed according to the Personal Information Protection Law and the following policies:

### 1. Collecting personal information

JPF collects personal information through its activities by legal and righteous means. When collecting personal information, we specify the purpose of its usage, and we do not collect personal information beyond accomplishing its work.

### 2. The purpose of personal information usage

JPF utilises personal information or shares amongst our organisation within the scope of the specified purpose of usage in order to undertake our activities as follows:

- (1) To fulfil and promote social activities or researches on humanitarian aids in the cases of conflicts or natural disasters victims based on the Formulation of JPF
- (2) To prepare and send reports to concerned parties so as to inform our decisions such as our work plans or policies, and outputs of our action and assessment
- (3) To issue and send receipts or acknowledgements for JPF donors
- (4) To prepare and send invitations for events sponsored by JPF
- (5) To issue and send bills and receipts of JPF membership fees
- (6) To prepare statistical data relating to JPF activities
- (7) To accomplish other relevant activities required for smooth JPF operations

### 3. Disclosure of personal information to the third party

JPF is not to disclose retained personal information to the third party except the cases indicated below:

- (1) When a person agrees to disclose his/her own personal information
- (2) When personal information disclosure is required by laws and ordinances
- (3) When disclosure is deemed necessary to realise public interest or individual benefit of people defined by the Act on the Personal Information Protection
- (4) When disclosure is needed in order for financial institutions to process payments of membership fees or donation
- (5) When JPF outsources sending reports or invitation of events (JPF is responsible to select and supervise operator) (operator properly)
- (6) When providers of the personal information are informed or are under the situation where they are able to access the information easily, that the purpose of use is to provide the information to third party, the items and a means of the personal data which is to be disclosed, and that JPF suspends the offer of personal information in response to the possessors' request

### 4. Personal information Management

JPF manages personal information strictly, appoints a person in charge of information control and manages private information strictly.

### 5. Disclosure, correction, suspension of use of personal information

JPF deals properly with the request for disclosure, correction, addition or deletion of personal data from possessors after checking the identification, except the case there is a reason defined by the Personal Information Protection Law or other ordinances.

### 6. Compliance

JPF complies with the Personal Information Protection Law and informs thoroughly the staff and the people concerned of measures by this basic regulation. . When review is necessary for proper operations, JPF announces the details through its website.

### 7. Contact

JPF shall solve a complaint about the handling of personal information in an appropriate and prompt manner. For more information, please contact, JPF Secretariat

(Established in 2005)