

個人情報保護方針

Privacy Policy

Date of Enactment March 1, 2018

Date of Last Revision October 1, 2021

Citizen's Network for Global Activities (CINGA) (hereinafter referred to as "the Organization", "we", "us", or "our") is engaged in the projects to support foreign residents and the projects aimed at raising awareness of intercultural cohesion among Japanese citizens. We recognize that protecting the personal information, Individual Numbers, the specific personal information of our customers, clients and employees, etc. is a serious responsibility. Therefore, we will comply with all laws and regulations related to protection of the individual rights and personal information based on the philosophy of personal information protection and our own code of conduct with full awareness of our social mission.

In addition, we hereby declare that we will establish the personal information protection management system that embodies the following policies, and we will make all-out corporate efforts to continuously improve the system while always being aware of the latest trends in IT technology, changes in social needs, and fluctuations in the business environment etc.

1. The Organization will acquire, use and provide personal information in an appropriate manner and will not handle personal information beyond what is necessary to achieve the specified purpose of use. We will also implement measures to ensure this.
2. The Organization will comply with laws and regulations related to handling of personal information, government guidelines and other norms.
3. The Organization will take reasonable security measures to prevent the risk of leakage, loss, or damage of personal information, etc. To this end, we will continuously improve our personal information security system by allocating management resources in accordance with the projects results. In the event of an emergency, we will take immediate corrective action.
4. The Organization will respond promptly and in good faith to complaints and consultations regarding the handling of personal information.
5. We will review the personal information protection management system in a timely and appropriate manner to continuously improve it in light of changes in the environment and circumstances surrounding the Organization.

Non-profit organization Citizen's Network for Global Activities (CINGA)

Representative Director Kazuo Okubo

Contact for Privacy Policy Inquiries and Contact for Complaint/Consultation on Personal Information

6F Kanda Kosho Center Bldg. Office, 2-3 Kanda Jinbo-cho, Chiyoda-ku, Tokyo
101-0051

Non-profit organization Citizen's Network for Global Activities (CINGA)

e-mail address of the contact for personal information inquiries : info@cinga.or.jp

【個人情報の利用目的の公表】

Public Announcement Regarding Purpose of Use of Personal Information

Citizen's Network for Global Activities (CINGA) (hereinafter referred to as "the Organization", "we", "us", or "our") will use the personal information you provide to us for the following purposes. If you separately agree to certain purpose(s) of use, your information will be used within the scope of such purpose(s).

Purpose of Use of Personal Information

- 1) The personal information of individuals concerned (foreign residents, etc.) will be used for the projects to support foreign residents and to raise awareness of intercultural cohesion among Japanese citizens.
- 2) The personal information of those who have inquired about the Organization's projects will be used to respond to their inquiries.
- 3) The personal information of members of the Organization will be used for communication, provision of various information, etc. (including name/affiliation disclosure), and for the incidental operations.
- 4) The personal information of the Organization's employees will be used for personnel and labor management, operational control, health management, and security control, etc.
- 5) Individual Numbers of the Organization's employees and their dependent spouses will be used for purposes specified by the law.
- 6) Information of the direct applicants to the Organization will be used for the recruitment service.
- 7) To implement projects to support foreign residents and raise awareness of intercultural cohesion among Japanese citizens, with which the organization is entrusted.
- 8) The information of the subcontractors' personnel will be used to confirm the skills and to provide it to the entrusting parties.
- 9) The information of the applicants for employment through "Hello Work (Public Employment Security Office)" and private job information websites will be used for the recruitment service.

【保有個人データ及び第三者提供記録に関する事項の周知について】

Notification of Matters Concerning Retained Personal Data and Record of Provision to Third Party

Citizen's Network for Global Activities (CINGA) (hereinafter referred to as "the Organization", "we", "us", or "our") notifies the following matters concerning requests for disclosure, etc. of retained personal data (notification of purpose of use/disclosure/ correction, addition or deletion of content/suspension of use /erasure, and suspension of provision to a third party) as well as requests for disclosure of records of provision to a third party.

1. Name and Address of the Organization and Name of Representative

Name: Non-profit organization Citizen's Network for Global Activities (CINGA)
Address: 6F Kanda Kosho Center Bldg. Office, 2-3 Kanda Jinbo-cho, Chiyoda-ku, Tokyo
Representative Director: Kazuo Okubo

2. Personal Information Protection Administrator

Title: Director and Coordinator
Contact: e-mail address info@cinga.or.jp

3. Purpose of Use of Retained Personal Information Data

- 1) The personal information of individuals concerned (foreign residents, etc.) will be used for the projects to support foreign residents and to raise awareness of intercultural cohesion among Japanese citizens.
- 2) The personal information of those who have inquired about the Organization's projects will be used to respond to their inquiries.
- 3) The personal information of members of the Organization will be used for communication, provision of various information, etc. (including name/affiliation disclosure), and for the incidental operations.
- 4) The personal information of the Organization's employees will be used for personnel and labor management, operational control, health management, and security control, etc.
- 5) Individual Numbers of the Organization's employees and their dependent spouses will be used for purposes specified by the law.
- 6) Information of the direct applicants to the Organization will be used for the recruitment service.

7) To implement projects to support foreign residents and raise awareness of intercultural cohesion among Japanese citizens, with which the organization is entrusted.

8) The information of the subcontractors' personnel will be used to confirm the skills and to provide it to the entrusting parties.

9) The information of the applicants for employment through "Hello Work (Public Employment Security Office)" and private job information websites will be used for the recruitment service.

4. Contact for Complaint on Handling of Retained Personal Data

Complaints about the handling of retained personal data will be accepted at the contact for personal information Inquiries (listed in 4.)

5. Authorized Personal Information Protection Organization with We are Affiliated

The name of the authorized personal information protection organization to which the Organization belongs and the contact for complaints resolution

* Only complaints about the handling of personal information will be accepted.

[Name of the authorized personal information protection organization] JIPDEC

[Contact for Complaint Resolution]

Secretariat of the authorized personal information protection organization

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

Phone Number : 03-5860-7565 / 0120-700-779

* This is not the contact for inquiries about the Organization's goods and services.

6. Proceeding for Disclosure, etc.

If you have a request for disclosure, etc., please inform the contact for personal information inquiries listed in section 4.

We will send you a description of the proceeding and the necessary application materials for your request.

7. Measures Taken for Security Control of Retained Personal Data, etc.

The Organization has established the rules for handling the personal information and the specified personal information as well as the rules for security measures, and has taken steps (security control

measures from organizational, personnel, physical, and technical perspectives) in accordance with these rules.

8. Contact for Personal Information Inquiries

For inquiries regarding the Organization's overall handling of personal information, please contact us as indicated below.

Non-profit organization Citizen's Network for Global Activities (CINGA)

Contact for personal information inquiries

e-mail address : info@cinga.or.jp

【保有個人データの開示等に関する手続き】

Procedure for Disclosure, etc. of Retained Personal Data

With respect to retained personal data, Citizen's Network for Global Activities (CINGA) (hereinafter referred to as "the Organization", "we", "us", or "our") notifies the following matters concerning requests for notification of purpose of use/disclosure/correction, addition or deletion of content/suspension of use /erasure/and suspension of provision to a third party) (disclosure, etc.) as well as requests for disclosure of records of provision to a third party.

The Organization will respond to requests for disclosure, etc. of personal information in accordance with the following procedures.

1. Acceptance of Disclosure, etc. Requests

1) Please contact us at the address below.

The Organization will send you "Prescribed Form" by postal mail. Upon receipt, please agree to our "Handling of Personal Information" and mail or bring the form, along with any necessary documents to the address below.

6F Kanda Kosho Center Bldg. Office, 2-3 Kanda Jinbo-cho, Chiyoda-ku, Tokyo
101-0051

Non-profit organization Citizen's Network for Global Activities (CINGA)

Contact for personal information inquiries

e-mail : info@cinga.or.jp

2) Method of verifying that a person requesting disclosure, etc. is either a relevant person or a representative.

(A) The fact that the person requesting disclosure, etc. is the relevant person will be verified by the person in charge of the contact for complaint consultation on the basis of identity verification documents as specified below.

(B) The fact that a person requesting disclosure, etc. is a representative will be verified by the person in charge of the contact for complaint consultation on the basis of documents confirming the representative relationship with a person subject to disclosure, as specified below, and documents confirming the representative's own identity, in addition to documents confirming the identity of a person requesting disclosure, etc. These documents differ for the authorized representative appointed by the principal and

the legal representative (guardian of a minor, guardian of an adult or person with parental authority).

(C) Documents confirming the identity of a relevant person and a representative himself/herself must be a copy of a certificate issued by a public institution with a photograph as shown as shown in the following examples.

- a) Driver's license
- b) Individual Number Card (front side)
- c) Any other official document with a photograph that can be used to identify the relevant person

(D) Documents establishing the representative relationship with a person subject to disclosure are as follows.

- a) For an authorized representative: The authorization letter stating "I authorize the representative to receive the results of the disclosure, etc. "
- b) For a guardian of a minor: The certified copy of the family register or the certificate of registered matters (both within 6 months of the date of issue).
- c) For an adult guardian: The certificate of registered matters (within 6 months from the date of issue).
- d) For a person with parental authority: The certified copy of the family register or the certificate of residence (both within 6 months from the date of issue).

2. Fee for "Request for Disclosure, etc." and Method of Collection

The following fee (including separately incurred postage) will be charged per request only for a request for notification of purpose of use or disclosure. Please include postage stamps in the following amounts when mailing the documents for the request.

Fee Amount: 1,000 yen

2. Notification of Study Results

1) Method of responding to the study results

We will inform you promptly by one of the following means.

By postal mail

By e-mail

2) Delivery of the study results

We will send the study results by one of the following means, whichever is appropriate.

By postal mail to the address of the registered person's or legal representative's address.

By e-mail to the e-mail address of the registered person or the legal representative.

[Note]

This Privacy Policy has been prepared in Japanese and translated into English. The Japanese version is the original and the English version is for reference only. In the event of any inconsistency between them, the Japanese version shall prevail.