

BRIDGE KIDS PROGRAMS

Consent to Submit Personal Information

(For Chaperon)

To: Mr. Yutaka Aso
Chairperson
The Asian-Pacific Children's Convention in FUKUOKA

I fully understood the purpose of collecting my personal information, and hereby agree to all the terms and conditions stated in the "Privacy Policy" concerning my personal information.

Privacy Policy

Asian-Pacific Children's Convention in FUKUOKA (APCC)
Established in : May 2017
Revised in : October 2017

The Asian-Pacific Children's Convention in FUKUOKA (APCC) recognizes the importance of the protection and utilization of personal information in the global and highly-digitalized information society. The APCC strictly observes the Act on the Protection of Personal Information and relevant laws and guidelines established by the Japanese government and other regulations. Also the APCC has established a management framework to protect personal information, and ensures that all employees and concerned parties recognize the importance of the programs and comply with it.

The APCC hereby sets forth the following basic policy pertaining to the handling of personal information.

- 1) Personal information shall be obtained in a proper manner.
- 2) When the APCC obtains personal information from participants, the APCC clearly indicates in advance the purpose for which the personal data is intended to be used.
- 3) The APCC will endeavor to keep the acquired personal information accurate and up-to-date within the scope necessary for the purposes of use.
- 4) The APCC will give proper consideration to allow a person who is the subject of personal information (the principal) to be appropriately involved in the handling of same information.

Personal information submitted to the APCC is handled mainly by the APCC Office and is managed based on the Privacy Policy described below. We respect the privacy of all those who provide personal information to the APCC. Please read and understand the following regulations that the APCC follows to keep your submitted information safe.

Definition

"Personal information" refers to names, addresses, birth dates, phone numbers, e-mail addresses, personal preference, family structure, personal attribution and other personal information identifying or associating with individuals.

Method of Collecting Personal Information

- We collect personal information mainly through e-mails and the website. When collecting information, we clearly states the goals, and conduct the collection based on appropriate and fair methods.
- Not only do we comply with the applicable rules and regulations on the personal information we possess, but we regularly review our policy and make changes as necessary.

The APCC collect personal information from participants in the following ways:

- Forms or Documents (paper-based, over the internet, via e-mail)
- Letter / FAX / E-mail sent to APCC
- Interview / Photo Shooting / Recordkeeping by the APCC

Personal information will generally be collected directly from participants. The APCC may also collect personal information about participants from third parties acting on your behalf (for instance, the Liaison Office or a Chaperon)

Type of Information We Collect on Participants

We collect necessary information on participants for APCC Programs. This information includes name, nationality, gender, birth date, address, phone number, passport number, religion, health condition, family structure.

Purpose of Collection and Use of Personal Information

The APCC will collect the participants' information due to the following purposes:

- (1) To operate APCC programs such as, Invitation Project (Homestay, Exchange Camp, One-day School Visit, other exchange activities), Mission Project, Nurturing Project (Wing Kids Program, Global BRIDGE Leader Action Program), BRIDGE Project(PA camp, Global BRIDGE Leader Training Camp), Charity and Fundraising activities.

- (2) To grasp information of the participants of APCC programs and to contact the participants, or to allow the participants to contact each other in the groups they belong to.
- (3) To provide personal information to Host families / Schools / governmental organizations (such as the embassy in Japan, Japanese Immigration) to ensure that the participants will be securely and smoothly received and hosted for APCC programs such as Homestay Program or School Visit.
- (4) To request the designated agents to make travel arrangements or to apply for travel insurance.
- (5) To create paper / web media for widely spreading APCC programs (Invitation Project (Homestay, Exchange Camp, School Visit), Mission Project, Nurturing Program (Wing Kids Program, Global Leader Action Program), BRIDGE Program, Charity and Fundraising activities) to the public, or implement public relation activities concerning APCC programs with them.
- (6) To provide information to the APCC or other cooperating or supporting companies/organizations regarding an announcement of an event, human resource scouting, and so on.
- (7) To take a survey, analyze, compile statistics on the participants' attributes, preference and non-identifying information as marketing data. To create documents based on the data and release them to the public.

Personal information submitted to the APCC is used only for work-related matters such as Participants for APCC Programs that we clearly specify. We do not use this information for any other purpose. Personal information is managed by the person in charge of the relevant programs, and that person will take responsibility for handling the information properly.

Management of Personal Information

- We handle personal information as carefully as we can. We do not disclose the personal information of participants without the approval of the participants.
- The data we possess on particular individuals are strictly controlled by the staff in charge and serious consideration is given to prevent any information leakage.

Provision of Personal Information

The APCC does not disclose participants' personal information to third parties except in the following cases.

- (1) When the participant has given a prior consent to the disclosure.
- (2) When the APCC consigns the handling of personal data to certain third parties* within the scope necessary to achieve the purpose of use.
 - * Certain third parties as set forth as below:
Embassy/Consulate-General of Japan, Customs, Immigration Bureau, Travel Agency, Insurance Company, Airport, Airline Company, Host Family and Host School.
- (3) When the personal information has been acquired for the purpose of providing said information to a third party, and when its purposes, data items to be provided, provision means, contact persons for requesting cessation of use are notified or put in an easily accessible state.
- (4) When disclosure is necessary for the protection of human life, human health or property and it is difficult to obtain the consent of the participant.
- (5) When complying with laws and regulations.
- (6) When the participant's parent or legal representative has given a prior consent to the disclosure, or APCC does not need to obtain their consent.

Special Care-Required Personal Information

When APCC collects participants' "Special Care-required personal information (Races, Religion /Brief and Medical History)" or provides this information to the certain third parties for operating projects, the APCC request the participants to agree with it except in the following cases.

- (1) When the APCC consigns the handling of personal data to certain third parties within the scope necessary to achieve the purpose of use.
- (2) When disclosure is necessary for the protection of human life, human health or property and it is difficult to obtain the consent of the participant.
- (3) When complying with laws and regulations.
- (4) When the participant's parent or legal representative has given a prior consent to the disclosure, or APCC does not need to obtain their consent.

Contact for Inquiries on Personal Information Management

Asian-Pacific Children's Convention in FUKUOKA (APCC)

Phone : +81-92-734-7700 (10:00 – 18:00 Weekdays) E-mail: office@apcc.gr.jp

(Print Name of Chaperon) _____

(Signature of Chaperon) _____

(Country/Region) _____

(Date) _____

_____/_____/_____
Month / Date / Year

APCC

Asian-Pacific Children's Convention in FUKUOKA