

## BRIDGE KIDS PROGRAMS

### Consent to Submit Personal Information

( For Chaperons )

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 : January 2021

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. 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, 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 them.

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 APCC obtains personal information from participants, APCC clearly indicates in advance the purpose for which the personal data is intended to be used.
- 3) APCC will endeavor to keep the acquired personal information accurate and up-to-date within the scope necessary for the purposes of use.
- 4) 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 their information.

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

APCC collects 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 APCC

Personal information will generally be collected directly from participants. APCC may also collect personal information about participants from third parties acting on their 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**

APCC will collect the participants' information for the following purposes:

- (1) To operate APCC programs such as, Exchange Program in Fukuoka (Homestay, Exchange Camp, One-day School Visit, other exchange activities), Overseas Exchange Program, 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 gain an insight into the demographics of the participants of APCC programs and to contact the participants, or to allow the participants to contact each other.
- (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 (Exchange Program in Fukuoka (Homestay, Exchange Camp, School Visit), Overseas Exchange Program, 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.

(6) To provide information to 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 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**

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 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 is 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.

### **Provision of Personal Information to foreign countries/regions**

When APCC provides personal information of the participants of Exchange Program in Fukuoka, Overseas Exchange Program, Nurturing Project, and BRIDGE Project to the certain third parties in foreign countries/regions for operating projects, APCC requests 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.

### **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, APCC request the participants to agree with it except in the following cases.

(1) When 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.

## **Inquiries and Requesting Procedures for the Disclosure of Personal Data**

- (1) If the person or his/her representative requests disclosure, amendment, or discontinuance of the usage of their personal information, please contact APCC office.
- (2) At the time of inquiry, APCC may wish to confirm that the person is the principal or his/her legal representative.
- (3) The fee for processing the disclosure of the personal information is 1,000 yen (plus tax) per request.
- (4) Please be advised that APCC may be unable to meet the inquiries or requests in the following cases:
  1. When APCC is unable to confirm the person's or his/her representative's identity.
  2. When fulfillment of the request threatens to cause damage or injury to the life, body, assets or other rights or interests of the person or a third party.
  3. When fulfillment of the request threatens to cause material impediment to our business operation.
  4. When fulfillment of the request constitutes violation of laws and regulations.
  5. When it is difficult to suspend the usage of the personal information of the person, and we are able to protect his/her right and interests by alternative solutions.

## **Changes to this statement**

From time to time, APCC may revise this "Privacy Policy" statement to change the purposes of use, to enhance the security, and to comply with changes in the applicable laws and regulations.

We encourage the related persons to periodically review our website for the latest information on our privacy practices.

## **Contact for Inquiries on Personal Information Management**

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

Phone : +81-92-710-6102 (10:00 – 18:00 Weekdays)    E-mail: [office@apcc.gr.jp](mailto: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