

## Japan Society on Water Environment: Privacy Policy

Established May 16, 2005

Revised March 6, 2010

The corporation aggregate Japan Society on Water Environment (hereafter cited as The Society) acknowledges the importance of the personal information and abides by the privacy policy law ordained by the Japanese Cabinet Office. We collect, utilize, retain and protect the personal information properly, according to the privacy policy shown below:

### (Collection of Personal Information)

1. The Society collects only the personal information that is necessary in order to fulfill its operating purposes as declared in its articles. The collection of personal information is practiced in agreement with the information provider once the purpose of collection and use is articulated.

### (Use and Sharing of Personal Information)

2. The Society may use the collected personal information within its operating purposes. The personal information will not be disclosed to or shared with third parties without the approval of the information provider, except in the cases shown below, where The Society may disclose the information to third parties without notifying the information provider:
  - (1) cases given in the provisions of the pertinent laws
  - (2) when the data is necessary to protect human life, health or property
  - (3) when there are requests, for the purpose of exercising transactions designated by ordinance, from a governmental authority, a municipality or its agent
  - (4) when the processing of all or part of the personal information is contracted out to external organizations, if necessary, to help achieve The Society's operating purposes. In this case, The Society would select appropriate organizations and make necessary contracts with regards to the protection of personal information
  - (5) when the board of directors approves of disclosure

### (Maintenance of Personal Information)

3. We retain the collected personal information carefully to safeguard it against loss due to illegal access, theft, removal, destruction, alteration, or leaks. If any such problems occur, The Society will immediately strive to recover the information and will take appropriate measures to prevent a recurrence of the problem. When the processing of collected personal information is contracted out to external organizations, The Society strictly supervises the proper handling of the information. If the personal information has been publicized by its provider, or is already available to the public, this information is exempt from our administrative responsibilities.

(Disclosure and Updating of Personal Information)

4. When The Society is requested to disclose personal information by its provider, it will do so promptly. It will also respond appropriately to requests from the information provider for things such as updating or removal of personal information, after exercising necessary examinations.

(Complaint Processing)

5. The Society will take necessary measures and respond appropriately and immediately to any complaints related to the processing of personal information.

(Revisions of the Privacy Policy)

6. The Society may alter its privacy policy according to the modification of pertinent laws or any other reasons. Alterations are made as a result of a decision by the board of directors and will be posted on the website promptly.

(Website Service)

7. The Society provides information to the public on its website. It does not assume any responsibility, however, for any kind of detriment that results from the use of information from the website or other websites linked to or from it.

(Contact as to Personal Information)

8. Should you have any questions about the privacy policy, please contact The Society at the following phone numbers or email address:

Executive Secretary of Japan Society on Water Environment  
(Tel.: +81-3-3632-5351、 Fax.: +81-3-3632-5352、 Email: info @jswe.or.jp)