

Handling of Personal Information by the International House of Japan

The International House of Japan (“IHJ”) handles the personal information of members and users of IHJ facilities with the utmost care under our Privacy Policy. The term "Personal Information" as used here means information about a living individual which can be used to identify that specific individual due to its inclusion of a name, date of birth, or other such information.

The IHJ will use personal information for the following purposes:

1. Applications for membership.
2. Ordinary record-keeping for members.
3. Ordinary record-keeping for guests and visitors.
4. Responding to members, guests and visitors, related to the use of the IHJ's facilities, information and services.
5. Providing information or handling applications for IHJ programs and events.
6. Questionnaires, marketing, business improvement, service development, etc.
7. Providing information about IHJ services or for delivery services.
8. Identification of and response to the needs of IHJ members.
9. Exercising rights and fulfilling obligations under law.
10. Provision to third parties at the minimum necessary for IHJ operations.
11. Use for the smooth implementation of transactions, contracts, exercise of rights, problem-solving and communications with members, guests and visitors.
12. Other legitimate business operations of the IHJ as a nonprofit organization.

The procedure to request the IHJ to disclose (including notification of the purpose of use, disclosure, stop of providing data to third parties, correction/addition/discontinuance of using the data/deletion) the “retained personal data” is as follows:

1. Who is eligible to submit a request: members
2. Procedure: Members should submit a request in writing. In the case of using e-mail, such requests should be sent from the e-mail address which is registered with the IHJ.
(When members wish to request change/correction/addition of their data by telephone, IHJ will check requestors' identity by asking some questions.)

Contact:

Please contact to the following with regard to the disclosure of retained personal data, inquiries on the personal information, requests, and claims. IHJ will respond in accordance with the Personal Data Protection Law, other relevant laws, and the IHJ rules and regulations.

International House of Japan

5-11-16 Roppongi, Minato-ku, Tokyo 106-0032, Japan

Phone: 81-3-3470-3212 (9:00am to 5:00pm in Tokyo time, Monday to Friday)

Fax: 81-3-3470-3170

E-mail: member@i-house.or.jp

Personal Information Management Officer: Mr. Bamba Takashi, Managing Director

Requests for data change/correction/addition: Membership Office