

Society of Automotive Engineers of Japan

Regulations on the Protection of Personal Information

Section 1 General Provisions

(Purpose)

Article 1

The purpose of these regulations is to define the issues necessary for the protection of personal information based on the provisions set forth in Article 45 of the Articles of Incorporation for the Society of Automotive Engineers of Japan (JSAE).

(Definitions)

Article 2

The terms as used in these regulations shall be defined in each of the following provisions.

- (1) The term “Personal Information” shall refer to information about a person that can identify the specific person by name, date of birth, or other description contained in such information, or number, symbol, or other codes assigned to the person, or image, voice or sound (including information allowing easy reference to other information that enables the identification of the specific person).
- (2) The term “Person” shall refer to a specific person that is or can be identified by certain information.
- (3) The term “Personal Information Protection Administrator” shall refer to a person who is responsible for and authorized to execute these regulations and who conducts operations in accordance with these regulations.
- (4) The term “Person in Charge of Personal Information Protection” shall refer to a person designated by the Personal Information Protection Administrator and is responsible for and authorized to carry out personal information management.
- (5) The term “use” shall refer to the handling of Personal Information.
- (6) The term “provide” or “provision” shall refer to the arrangement of the personal data in a usable state.
- (7) The term “consent of the Person” shall refer to a Person expressing the intention to approve the acquisition, use, or provision of Personal Information related to the Person, after the Person is provided with information relating to the acquisition, use, or provision of the Personal Information. However, if the Person is younger than 18 years old, the term “consent” shall refer to parental consent or the consent of an adult living with the Person.
- (8) The term “Purpose of Use” shall refer to the definition of the range of use and provision of the Personal Information that requires the consent of the Person.
- (9) The term “consignment” shall refer to the passing of Personal Information possessed by the JSAE to a party outside the JSAE for the purpose of information processing, etc.

(Personal Information Covered by these Regulations)

Article 3

These regulations shall cover Personal Information handled by the JSAE, regardless of whether the Personal Information is processed by a computer system or whether the Personal Information is recorded in a written document.

(Specification of Purpose of Use of Personal Information)

Article 4

The JSAE shall specify the Purpose of Use as much as possible when the Personal Information as set forth in the preceding article is acquired or consigned.

Section 2 Measures Relating to Acquisition of Personal Information

(Limitation on Range of Acquisition)

Article 5

Personal Information shall be acquired by clearly determining the Purpose of Use within the scope of legitimate activities by the JSAE, to the extent necessary for achieving the Purpose of Use.

(Limitation on Acquisition Method)

Article 6

Personal Information shall be acquired by legitimate and fair means.

(Prohibition of Acquisition of Personal Information Covering Specific Sensitive Issues)

Article 7

Personal Information containing the following types of contents shall not be acquired, used, or provided. However, this shall not apply when clear consent of the Person has been obtained regarding the acquisition, use, or provision of such Personal Information, if it is otherwise defined in laws and regulations, or if the acquisition, use, or provision of such Personal Information is necessary for executing a judicial procedure.

- (1) Issues relating to thought, creed, and religion
- (2) Issues that cause social discrimination such as that related to race, nation, family origin, registered domicile (excluding only information about the prefecture of the registered domicile), physical and mental disorders, criminal record, and the like
- (3) Issues relating to the execution of political rights such as labor's right to organize, collective bargaining, and others
- (4) Issues relating to the exercise of political rights such as participation in a mass demonstration, exercise of the right of petition, and others

(Measures Related to Direct Acquisition of Personal Information from the Person)

Article 8

If Personal Information is acquired from a Person, the Person shall be notified of such acquisition by notifying or disclosing the following minimum contents in writing or by another means, and consent shall be obtained from the Person for acquisition, use, or provision of the Personal Information. However, this shall not apply if it is apparent that the Person has been notified or given access to the following contents.

- (1) Name, professional title and affiliation, and contact of the Personal Information Protection Administrator of the JSAE or the same of a representative
- (2) Purpose of acquisition and use of the Personal Information
- (3) Consignment of the Personal Information to a party outside the JSAE for the purpose of outsourcing information processing, etc., if such consignment is planned
- (4) The person's freedom of choice to provide the Personal Information and possible results of the Personal Information is not provided
- (5) Existence of the right for demanding disclosure of the Personal Information and the right for demanding a correction or deletion of the Personal Information if it is incorrect when disclosed, and specific means for exercising such rights
- (6) Purpose of providing the Personal Information to a third party

(Measures upon Indirect Acquisition of Personal Information from Source other than the Person)

Article 9

If personal information is acquired indirectly from a source other than the Person, notification to the Person or public announcement of the minimum contents in the preceding Articles 1 to 6 shall be made in writing or by another means.

Section 3 Measures Relating to Use and Provision of Personal Information

(Principle of Use and Provision)

Article 10

The use or provision of Personal Information shall be within the scope for which consent of the Person is obtained. However, this shall not apply if the use or provision of the Personal Information falls under the provisions in the laws and regulations.

(Measures for Changing Purpose of Use)

Article 11

When changing the Purpose of Use, notification to the Person or public announcement of the contents set forth in Article 8 concerning the changed Purpose of Use shall be made in writing or by another means.

Section 4 Obligation of Proper Management of Personal Information

(Maintenance of Accuracy of Personal Information)

Article 12

Personal Information shall be managed accurately and up-to-date information shall be maintained within the scope necessary in accordance with the Purpose of Use.

(Ensuring Safety of Use of Personal Information)

Article 13

Reasonable safety measures shall be implemented from the technical and organization aspects against unauthorized access to Personal Information or risks such as loss, destruction, manipulation, or leakage of the Personal Information.

(Responsibility of Person Related to Confidentiality of Personal Information)

Article 14

Anyone engaged in the acquisition, use, or provision of Personal Information shall observe the provisions in the laws and regulations (including these regulations), and perform these duties while exercising adequate care to ensure the confidentiality of the Personal Information.

(Measures Relating to Consignment of Personal Information)

Article 15

When the JSAE provides Personal Information to a party outside the JSAE for the purpose of information processing, etc., the JSAE shall select a party capable of maintaining a sufficient level of protection for the Personal Information. The JSAE shall secure compliance with the instructions of the Personal Information Protection Administrator, maintenance of confidentiality relating to the Personal Information or relating to re-provision of the Personal Information, and the division of responsibilities if an accident occurs by concluding an agreement, etc. Further, the JSAE shall also ensure that the Personal Information is returned or erased when the agreement expires.

Section 5 Rights of Person Relating to that Person's Information

(Rights of Person Relating to that Person's Information)

Article 16

If a Person requests disclosure of information related to that person, the JSAE shall disclose the information within one month in principle.

However, this shall apply only when it is verified through the contents of the information and identity verification that such a request has been made by the Person. Alternatively, after disclosure, if it is found that disclosed information includes false information and the Person requests correction or deletion of such false information, the JSAE shall comply with such request within one month in principle.

- 2 In the preceding paragraph, if compliance with the request requires more than one month, the JSAE shall notify the Person of the delay and the time period for which the request can be satisfied.

(Right of Refusal of Providing Information to Third Party)

Article 17

If a Person refuses to allow the provision of Personal Information possessed by the JSAE to a third party, the JSAE shall comply with this refusal. However, this shall not apply when the provision of the Personal Information is necessary for protection of the public benefit or proper management of the Personal Information possessed by the JSAE.

Section 6 Organization and Responsibility for Implementation

(Personal Information Protection Administrator)

Article 18

The secretariat shall assign one person as a Personal Information Protection Administrator and have that person fulfill the duties as the Personal Information Protection Administrator.

(Responsibilities of Personal Information Protection Administrator)

Article 19

The Personal Information Protection Administrator shall understand and comply with the contents set forth in these regulations. Further, the Personal Information Protection Administrator shall be responsible for ensuring that the persons engaging in acquisition, use, or provision of Personal Information understand the regulations, for arranging educational training for compliance with these regulations, and for implementing safety measures and measures for dissemination of the contents of these regulations, etc.

(Selection of Persons in Charge of Personal Information Protection Administrator)

Article 20

The Personal Information Protection Administrator shall assign the necessary number of persons from the secretariat as the Person in Charge of Personal Information Protection, person in charge of contacts for handling complaints and consulting, and person in charge of the server, and shall ensure that these persons execute the required duties.

(Person in Charge of Personal Information Protection)

Article 21

The Person in Charge of Personal Information Protection shall understand and comply with the contents set forth in these regulations. Further, the Person in Charge of Personal Information Protection shall be responsible for ensuring that the persons engaging in acquisition, use, or provision of Personal Information understand the regulations, and for implementing safety measures and measures for dissemination of the contents of these regulations, etc.

- 2 The Person in Charge of Personal Information Protection shall understand and comply with the contents set forth in these regulations. Further, the Person in Charge of Personal Information Protection shall also be responsible for planning and implementing the educational training to ensure that employees and people equivalent to employees comply with these regulations.

(Person in Charge of Contacts for Handling Complaints and Consulting)

Article 22

The Person in charge of contact for handling complaints and consulting shall understand and comply with the contents set forth in these regulations. Further, the person in charge of contacts for handling complaints and consulting shall be responsible for receiving and handling inquiries and complaints from JSAE members and the like relating to Personal Information. The person in charge of contacts for handling complaints and consulting shall also be responsible for analyzing the

contents of consultations, examining recurrence prevention measures when an accident occurs, and reflecting the measures in the operation of these regulations.

(Responsibilities of Person in Charge of Server)

Article 23

The person in charge of the server shall be responsible for implementing preventive measures against damages caused by unauthorized access to each server, etc., installed in the secretariat office, and shall also be responsible for finding, recovering from, and implementing larger scale and recurrence prevention measures against the same.

Section 7 Basic Policy on Personal Information

(Basic Policy on the Protection of Personal Information – Privacy Policy)

Article 24

The JSAE shall establish a basic policy on the protection of Personal Information and ensure that it is accessible both internally and externally of the secretariat at all times.

Section 8 Laws, Regulations, and Other Standards

(Compliance with Laws, Regulations, and Other Standards)

Article 25

The JSAE shall comply with all laws, regulations, and other standards relating to Personal Information. If laws and regulations are revised, or become newly applicable due to expansion of the business, etc., the Personal Information Protection Administrator shall make the best efforts to update the privacy policy and personal information protection handling standard and keep these up-to-date.

Section 9 Disciplinary Action

(Application of Articles of Incorporation and Regulations)

Article 26

A person who intentionally violates these regulations and the handling standard prepared based on these regulations, any officers or employees of the JSAE, or people equivalent to employees of the JSAE who should understand that a violation has occurred through the proper fulfillment of their duties shall be subject to disciplinary action in accordance with provisions in the Articles of Incorporation or work regulations.

Section 10 Handling Standard

(Handling Standard)

Article 27

Detailed regulations necessary for operating these regulations shall comply with the handling standard determined at planning meetings.

Supplementary Provisions

- 1 These regulations shall be effective as of July 15, 2005.
- 2 The name was changed due to registration of the transfer of the status of the JSAE to a public interest corporation (registered on April 1, 2011).