

# Society of Automotive Engineers of Japan

## Privacy Policy

Members, activity participants, employees, and people equivalent to employees of the Society of Automotive Engineers of Japan (JSAE) shall recognize the importance of personal information, observe all laws and regulations (including the regulations of the JSAE) concerning the protection of personal information, and make their best effort to acquire, use, manage personal information properly in accordance with the provisions shown below.

### **Acquisition of Personal Information:**

The JSAE shall acquire information that can identify a specific person within the scope necessary for providing services that suit the business purposes of the JSAE. When the JSAE acquires such personal information, it shall clearly indicate the purpose of acquisition, and acquire the information through the intentional provision (registration) of that information from the person holding that personal information (hereinafter referred to as the “Person”) in principle.

### **Use of Personal Information:**

The JSAE shall use acquired personal information within the scope necessary for achieving the purpose of acquisition. However, the JSAE may use or provide the personal information for a purpose other than the purpose of acquisition in any of the following cases:

1. When the purpose is based on the provisions in laws and regulations
2. When consent of the Person is obtained
3. When the JSAE outsources all or part of personal data handling within the scope necessary for achieving the business purposes (e.g. outsourcing of delivery services and member data analysis)
4. When there are justifiable grounds for achieving the business plan approved by a decision-making body of the JSAE (i.e., general meetings and the board of directors) or a decision-making body of each meeting organization

### **Personal Information Management:**

The JSAE shall make its best efforts to conduct the necessary and proper management of acquired personal information to prevent leakage, loss, destruction, and manipulation. However, personal information disclosed by the Person and personal information that is already open to the public shall not be subject to management by the JSAE.

### **Disclosure and Correction, etc., of Personal Information:**

The JSAE shall disclose personal information without delay when a Person requests disclosure of personal information related to that Person. Further, when a Person requests correction, etc. of personal information, the JSAE shall make corrections, etc., of the personal information without delay and maintain up-to-date information.

### **Handling on Website:**

Users shall assume responsibility when using a website run by the JSAE. The JSAE shall assume no responsibility whatsoever for any damages caused by using various types of information acquired from the website of the JSAE or other websites linked from the JSAE

website.

**Security of Registered Information:**

This website uses encryption communication technology called SSL as necessary upon registration of personal information by a user. Further, the registered personal information is managed by a dedicated server protected with a security system firewall to prevent external unauthorized access and leakage of information.

**Outsourcing of Information Processing of Personal Information Possessed by JSAE:**

When the JSAE outsources processing of the personal information possessed by the JSAE, the JSAE shall conclude the necessary agreements and conduct proper management and supervising of the outsourcee.

**Update of Privacy Policy:**

Our privacy policy may be updated without notice to comply with revisions in laws and regulations, or for other reasons. The latest privacy policy is always applied to personal information acquired by the JSAE. Any update as described above shall be published on the website of the JSAE and shall be effective from the date of publication.

**Supplemental Provision:**

This policy shall be effective as of July 15, 2005 (approved by the board of directors on July 15, 2005).

**Link to:**

Regulations on the Protection of Personal Information

[http://www.jsae.or.jp/01info/newrules/46\\_personal\\_info\\_e.pdf](http://www.jsae.or.jp/01info/newrules/46_personal_info_e.pdf)