

## Privacy Policy (Basic Policy for Protection of Personal Information)

Enacted by the Members of Board of Directors on April 26, 2006.

In accordance with the following items, the Institute of Electrical Engineers of Japan (the “IEEJ” ) will protect, respect and properly handle Personal Information enabling to identify of specific individuals, provided by all of the persons concerned including all its members;

### **Collection of Personal Information**

The IEEJ will collect Personal Information enabling to identify of specific individuals to the extent necessary for providing services according to its business purposes. In principle, the IEEJ will expressly specify the purpose, and collect Personal Information only with the information provider’ consent (provision of information by means of registration).

### **Use of Personal Information**

The IEEJ will use its collected Personal Information to the extent necessary for achieving its purposes. However, it may use or provide Personal Information for any purpose other than collecting in any of the following cases;

- based on legal provisions,
- with consent of information provider,
- The IEEJ contracts the handling of part or all of Personal Information to an outside contractor to the extent necessary for achieving its business purposes (for example, in the case of providing its contractor with Personal Information necessary for delivery of its journal /paper and request of its membership fee, etc.), or
- The IEEJ General Meeting or Members of Board of Directors finds a justifiable reason.

### **Management of Personal Information**

The IEEJ will take necessary and appropriate management to prevent the leakage into outside parties, destruction and falsification, etc. of its collected Personal Information. However, regarding Personal Information disclosed by any information provider or already publicly available, the IEEJ will exclude from its scope of management.

### **Disclosure and Modification of Personal Information**

Whenever the IEEJ receives a request from any information provider to disclose his/her Personal Information, in principle, it will disclose his/ her Personal Information without delay. Whenever the IEEJ receives a proposal from any information provider to modify, his/ her Personal Information, in principle, it will follow his/her proposal without delay.

### **Web Site of the IEEJ**

The web site of the IEEJ is accessible to any visitor without disclosing his/her Personal Information.

While some of the pages in the IEEJ website use a technology known as “Cookie” , any visitor to such web pages does not be collected his /her Personal Information

### **Amendment of the Basic Policy for Protection of Personal Information**

Please note that the Basic Policy for Protection of Personal Information is subject to change without prior notice due to any revision of laws related to the protection of Personal Information, or otherwise. This amendment will be announced on the IEEJ website and shall become effective on the announcement date. The IEEJ will always apply its latest version of the Basic Policy for Protection of Personal Information to all of its collected Personal Information.

**Contact details for inquiries**

If you have any questions regarding any of the Basic Policy for Protection of Personal Information, please contact the below.

General Affairs Section of the Institute of Electrical Engineers of Japan

[Tel] +81-3-3221-7312 / [Fax] +81-3-3221-3704 / [Mail address] kanri@iee.or.jp

Address: Homat Horizon Bldg. 8F, 6-2, Go-bancho, Chiyoda-ku, Tokyo 102-0076, Japan

**Others**

Regarding Personal Information provided to the IEEJ on or before May 28, 2006, the IEEJ assumes that it is given the permission by the information provider to handle in the same way as above, to the extent necessary for achieving its purposes as an academic research organization.

-----

The Institute of Electrical Engineers of Japan conforms to the General Data Protection Regulation (GDPR), currently GDPR policy is being prepared. You can refer to our privacy policy [here](#). GDPR adopted by EU member states fortifies data subject rights, given individuals control over when and how Personal Information is gathered and used. GDPR goes into effect on May 25, 2018.