

Annex 2

Attention to: Participants

Secretary General
Personal Information Administrator
Japan International Cooperation Center (JICE)

Handling of Personal Information

JICE has been making every effort to handle appropriately all personal information it receives. We hope that you will understand the matters stipulated below and agree to provide the requested personal information.

We are acquiring personal information for the purpose of conducting the following business matters. Your personal information will not be used for any other purposes than specified below.

- (1) Coordinating your participation in the international exchange Program
- (2) Travel arrangements (face to face program only)
- (3) Sending/collecting various documents and questionnaires
- (4) Emergency contact
- (5) Posting photos/videos in program reports and PR mediums (homepage, annual report, PR magazines, social media, etc.)
- (6) Others: provision of information on JICE's activities, such as support for the management of international training programs and international student programs, international exchange programs, multicultural promotion, support for development education, and provision of convention and seminar services, etc.

The personal information you provide to JICE includes food restrictions, health condition, medical history, medication, physical difficulty and religion and will be used only for such purposes as travel arrangements, special attention and safety management on face to face program.

JICE may pass on personal information you provide to third parties for the purpose of implementing programs including follow-up programs after your participation in the program.

In addition, JICE may provide the organizations specified below with the personal information obtained from you for the implementation of programs including follow-up programs after your participation in the program by hand, mail, fax, or e-mail. The attribution, the purposes of the provision of the information by JICE, and the information items are as stipulated below:

- a) The organizations to be provided with your personal information
Organizations involved in the implementation and operation of the Program (MOFA, the Embassy of Japan in the target countries, related international organizations, etc.), as well as the implementing organization staff, lecturers, representatives at visited companies/organizations, faculty at schools of exchange, host families, printing companies, and among participants
- b) The purposes of the provision
To share information of participants for the implementation of the program, selecting participants, conducting questionnaires, and creating materials related to JICE programs.
- c) Personal information items to be provided
Name, age, date of birth, nationality, gender, e-mail address, school name, language qualifications/experience, experience with organization activities/international exchange projects/travelling abroad, purpose of application, self-introduction, and photos/videos taken during the Program by JICE or any other third party, etc.

JICE concludes contracts ensuring the protection of personal information with the organizations above-mentioned in "a)".

The provision of personal information to JICE is left to your discretion. However, in cases where some personal information is not provided, it may not be possible for JICE to make an appropriate judgment or decision regarding the application and selection/implementation of programs including follow-up programs after your participation in the program.

Regarding the personal information provided to JICE, you have the right to request notification of the purpose of the utilization of the information, disclosure of the information, amendments to the information, additions or deletions of information, complete elimination, or cessation of the utilization of the personal information itself, the suspension of the provision of the information, and disclosure of records of provision to third parties. If you wish to request any of the above, please contact the office below.

Personal information liaison, General Affairs Department, JICE
TEL: 03-6838-2702 E-mail: privacy@jice.org

International youth exchange program related inquiries
Youth Exchange Division, International Exchange Department, JICE
Phone: 03-6838-2730 (Mon-Fri 9:30~12:30, 13:30~17:30)
E-mail: kokusaikoryu@jice.org

Consent Form

To: Secretary General
Personal Information Administrator
Japan International Cooperation Center (JICE)

I hereby agree to the above-stipulated matters in regard to the handling of my personal information.

Name of participants in block letters:

Signature of participants

*Name of Legal Guardian in block letters

*Signature of Legal Guardian

* Required if the participant is under 18 years old or a high school student.

Date:
