

# Personal Data Protection Policy

Setagaya Arts Public Interest Incorporated Foundation

Upon enactment of the April 1, 2005 law concerning the protection of personal data, Setagaya Arts Public Interest Incorporated Foundation (hereinafter referred to as "the foundation") interprets existing regulations more stringently and rigorously controls personal data in an ongoing effort to protect client privacy.

## **1 Observance of Laws and Regulations**

The foundation complies with personal data protection laws and related laws.

## **2 Organization and Structure**

The foundation will establish foundation-wide regulations in a system for the handling of personal data, and appoint a manager responsible for maintaining the system compliant with personal data protection.

## **3 Collection of Data**

In the event the foundation collects personal data from clients, the foundation shall clearly identify the use purpose and obtain client consent prior to collecting such data within the scope necessary to achieve said purpose.

## **4 Use of Personal Data**

When using said personal data, the foundation shall only do so within the scope of the use purpose, and shall not use data for purposes beyond this scope.

## **5 Safety Management Measures**

The foundation shall rigorously maintain confidentiality of client personal data and take precautions and safety measures to protect against unauthorized access, loss, destruction, alteration, and disclosure of said data.

## **6 Staff Education**

The foundation shall fully disseminate proper procedure for handling personal data to employees.

## **7 Supervision of Contractors**

If the foundation consigns client personal data to a third party within the scope of legitimate use (for example, mail processing, etc.), said contractor is obligated to rigorously control and the personal data.

## **8 Limitation of Provision to Third Parties**

The foundation will not provide or disclose client personal data to any third party without client consent, except as required by law and regulations.

## **9 Disclosure and Corrections to Personal Data**

When a client requests to review and/or correct personal data maintained at the foundation, our office shall respond promptly and reasonably within the necessary

scope. Clients are asked to submit a Request for Disclosure of Personal Data by mail or FAX to the foundation office.