

Basic Policies on the Proper Handling of Specific Personal Information

The Japan Electronics and Information Technology Industries Association (hereinafter referred to as JEITA) shall establish the following Basic Policy as an organization to ensure the proper handling of the specific personal information and the individual number (hereinafter referred to as Specific Personal Information) obtained through the business activities of the Association.

1. Definition of Specific Personal Information and Individual Number

Specific Personal Information refers to personal information that includes an individual number (It may be a number, symbol, or other code that corresponds to an individual number and is used in place of said individual number, and includes anything other than a resident registration code.) in its content.

An individual number is a number obtained by converting the resident registration code as defined in Article 2, Paragraph 5 of the Act on the Use of Numbers to Identify Specific Individuals in Administrative Procedures, and is designated to identify a person pertaining to the resident registration card containing the said resident registration code.

2. Appropriate Handling of Specific Personal Information

JEITA shall establish the JEITA Regulations for Handling Individual Number and Specific Personal Information in accordance with the Act on the Individual Numbering, the Act on the Protection of Personal Information, other laws, regulations, and guidelines established by the Personal Information Protection Commission of Japan (PPC), and shall comply with these regulations to appropriately obtain, store, use, provide or dispose of Specific Personal Information, etc.

3. Purpose of Using Personal Information

- a. Specific Personal Information obtained from lecturers and speakers at seminars, conferences and various events hosted by JEITA shall be used only for the purpose of preparing payment records for remuneration, fees, etc.
- b. Specific Personal Information obtained by JEITA from committee members in the course of holding committees and subcommittees shall be used only for the purpose of preparing withholding tax documentation and payroll reports.
- c. Specific Personal Information obtained by JEITA from its staff members (including full-time executives, contract staff, in addition to regular staff members) shall be used only for the following purposes:

- (1) For the preparation of withholding tax documentation and payroll reports
- (2) Preparation of documents for social insurance and labor insurance procedures

4. Safety Management Measures

JEITA shall establish handling rules for the management of Specified Personal Information, including prevention of leakage, loss, or destruction of Specified Personal Information, and shall take necessary and appropriate security control measures. In addition, when having the Association staff members handle Specified Personal Information, JEITA will exercise necessary and appropriate supervision over such staff members, to ensure that safety control measures for Specified Personal Information are properly taken.

5. Inquiries

Inquiries regarding the handling of specified personal information and other related matters should be directed to the office listed below.

Japan Electronics and Information Technology Industries Association
General Affairs Department
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