

Privacy Policy

Date of Enactment: April 27, 2005

Sapporo International Communication Plaza Foundation (hereinafter referred to as "the Plaza") recognizes the importance of protecting personal information and will implement the following measures when collecting information such as names, addresses, e-mail addresses, phone numbers from the users to the extent necessary for the smooth operation of business (e.g. registration of supporting members/volunteers, provision of information on the website, distribution of e-mail magazines, receipt of opinions or requests for materials by e-mail, telephone, etc.).

1. In addition to complying with applicable laws and regulations concerning personal information obtained by the Plaza, the Plaza will prescribe "Rules for the Protection of Personal Information Held by the Sapporo International Communication Plaza Foundation" (hereinafter referred to as the "Personal Information Protection Rules"), develop the safety management and allocation of responsibilities, and make every effort to protect personal information appropriately.
2. The Plaza will specify the purpose of use as much as possible, clearly indicate the information necessary for inquiries, and collect personal information upon obtaining the consent of the relevant person. Acquired information will be handled in an appropriate manner and will not be used for any purpose other than the specified purpose of use, except in cases where prior consent has been obtained or where exceptions are permitted by law.
3. The Plaza will make an effort to keep the acquired information accurate and up-to-date within the scope of the specified purpose of use, and take necessary and appropriate measures to prevent unauthorized access, loss, destruction, falsification, or leakage of personal information.
4. When the handling of personal information is outsourced within the scope of the

specified purpose of use, the Plaza will obligate contractors in agreements not to leak or provide personal information to a third party, and carry out proper management of contractors. The Plaza will strictly control the personal information received from the contractor and use it only within the scope of the agreement.

5. If there is a request from holders of personal information to disclose or correct their own information, the Plaza will promptly respond to such request upon verifying their identity, in accordance with relevant laws and Personal Information Protection Rules. Please contact the section in charge to which you provided your personal information.
6. To handle personal information more appropriately, or in response to the establishment or changes in laws and regulations or internal rules, the Plaza is committed to continuous improvement, including revisions to the Privacy Policy.

The Plaza is not responsible for the websites of other organizations that are linked to the Plaza's website in terms of their content or standards of handling personal information. Note that personal information will not be collected by merely browsing the Plaza's website. The Plaza may conduct statistical analysis to analyze access logs and so on, but personal information will not be included in the information used for such analysis.

Contact for inquiries about Privacy Policy
and Handling of Personal Information

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