

Personal Information Protection Policies

The Tokyo Club, a general incorporated association (hereinafter “the Club”) has formulated the following policies to ensure the appropriate handling of personal information.

1. The Club will collect, use, and provide personal information only to the extent necessary to achieve its business purposes and will not handle personal information beyond this extent. The Club will take measures to prevent the use of personal information for any other purposes.
2. The Club will comply not only with the Protection of Personal Information Act, but also with other laws, ordinances, guidelines, and internal regulations relating to personal information.
3. The Club will implement a system to prevent the disclosure, loss, or misuse of personal information.
4. The Club will establish a dedicated contact point to deal promptly and in good faith with all enquiries and complaints concerning the handling of personal information, with a view to reaching a satisfactory resolution.

Collection and use of personal information

Personal information collected or used by the Club will be restricted to the following purposes, and will be collected in a legitimate and fair manner either directly from the individual or, if through a third party, with the consent of the individual concerned.

- 1) Information about applicants for membership of the Club will be used only to screen such applicants.
- 2) Information about Club members will be used:
 - to inform them of Club events and accept applications to attend said events
 - to send out invoices for fees and charges, and other information relating to payments
 - to compile a list of members and distribute it to members
 - to provide information in the Club Bulletin and on the members-only area of the Club’s website
 - to communicate the Club’s business
- 3) Information about users of the Club House will be used:
 - to record their usage and to ensure safety in the Club House

- 4) Information about applicants for employment by the Club will be used:
 - for screening purposes, communications, and other administrative procedures
- 5) Information about employees of the Club will be used:
 - to manage all aspects of their employment, welfare, and benefits
 - to include them in the staff list on the members-only area of the Club's website
- 6) Information about persons with whom the Club conducts business will be used:
 - to manage business activities and relations with these persons

Management of Personal Information

1. The Club will take measures to prevent unauthorised access to, and loss, destruction, falsification or disclosure of personal information.
2. The Club will handle personal information in a strict and secure manner in line with internal regulations.
3. Beyond the purposes described above, the Club will not disclose any personal information to a third party without the consent of the individual concerned, except in instances where the Club is legally bound to do so.
4. The Club will endeavour to keep all personal information accurate and up to date. To this end the Club will, where necessary, add, alter, correct or delete collected data.

Contact

Enquiries or complaints relating to the handling of personal information by the Tokyo Club should be directed to:

The Secretariat

The Tokyo Club

Tel: 03-5114-6690

Fax: 03-5114-0600

e-mail: tokyo-club@nifty.com