

GDPR-Based Privacy Policy of the Japan Guide Dog Association
Effective Date: April 1, 2025

The Japan Guide Dog Association ("the Corporation") has established this privacy policy to comply with the EU General Data Protection Regulation (GDPR). This policy outlines how the Corporation processes personal data and manages the transfer of such data to countries or organisations outside the European Economic Area (EEA) or the United Kingdom. This applies to data subjects located in GDPR-covered countries, regardless of their nationality or residency.

1. Definitions

Key terms used in this policy are defined as follows:

Term	Definition
GDPR	The EU General Data Protection Regulation (No. 2016/679).
Countries to which the GDPR applies	The EEA (EU member states, Iceland, Liechtenstein, Norway) and the United Kingdom. The UK complies with GDPR through the Information Commissioner's Office (ICO).
Data Subject	An identified or identifiable natural person, directly or indirectly identifiable by reference to identifiers such as name, ID number, location data, or online identifiers.
Personal Data	Any information relating to an identified or identifiable natural person.
Processing	Any operation performed on personal data, such as collection, storage, use, or deletion.
Controller	The entity that determines the purposes and means of processing personal data.
Processor	The entity that processes personal data on behalf of the controller.
Third Party	Any entity other than the data subject, controller, or processor authorised to process personal data.
Consent of the Data	Freely given, specific, informed, and unambiguous agreement by

Term	Definition
Subject	the data subject to process their personal data.
Adequacy Decision	A decision by the European Commission confirming that a country ensures an adequate level of data protection.

2. Controller Information

- **Name:** Japan Guide Dog Association
- **Address:** 6001-9 Shin-Yoshida-cho, Kohoku-ku,
Yokohama-shi, Kanagawa JAPAN 223-0056

3. Use of Cookies

The Corporation's websites use cookies to store data temporarily on visitors' devices, making it easier to re-enter information during future visits. If cookies are enabled in the browser, the Corporation may link activity history to personal data.

4. Processing of Personal Data

The Corporation processes personal data for specific purposes, including:

- **Donors:** Issuing donation receipts, sending thank-you cards, and internal management.
- **Visually Impaired Individuals and Families:** Managing disability certificates and related procedures.
- **Overseas Guide Dog Users:** Issuing Temporary Certificates and related management.
- **Volunteers:** Recording activity history and managing volunteer data.
- **Job Applicants and Employees:** Recruitment, personnel management, salary payments, and tax procedures.
- **Website Visitors:** Improving website functionality and providing services.

The purposes for using personal data of individuals other than those specified above include:

- **Contract Management:** Dispatched labor, outsourcing, and freelance work, invitations for joint research.

- **Research and Statistics:** Processing data for scientific, historical, and statistical purposes related to scholarly research.
 - **Projects and Events:** Applications and procedures for various projects, managing participation and invitations and information related.
 - **Payments and Fees:** Payment of rewards, travel expenses, and fee collection.
 - **Taxes and Surveys:** Tax-related procedures, conducting surveys.
 - **Other Duties:** Communication, and management for other organizational tasks.
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5. Sources of Personal Data

The Corporation collects personal data from:

1. Documents provided with the data subject's consent.
 2. Online identifiers (e.g., IP addresses, MAC addresses).
 3. Publicly available information on the internet.
 4. Social media platforms.
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6. Data Retention

Personal data will be retained for the period required by Japanese laws or the Corporation's internal regulations.

7. Lawful Basis for Processing

The Corporation processes personal data lawfully under the following conditions:

1. The data subject has given consent.
 2. Processing is necessary to fulfil a contract or take steps requested by the data subject.
 3. Processing is required to comply with legal obligations.
 4. Processing is necessary to protect vital interests.
 5. Processing is carried out in the public interest or under official authority.
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8. Data Subject Rights

Data subjects have the following rights under GDPR:

1. **Access:** Request access to their personal data.

2. **Rectification:** Request corrections to inaccurate data.
3. **Erase:** Request deletion of data under specific conditions.
4. **Restriction:** Request limited processing of their data.
5. **Portability:** Receive their data in a machine-readable format.
6. **Objection:** Object to data processing based on specific grounds.
7. **Automated Decisions:** Not be subject to decisions based solely on automated processing.

9. Sharing and Transfer of Data

Personal data may be shared internally or with third parties, including public authorities, financial institutions, and contractors, in compliance with Japanese laws and GDPR. Transfers to third parties will follow GDPR requirements, such as Standard Contractual Clauses (SCC) or Adequacy Decisions.

10. Security Measures

The Corporation implements technical and organisational measures to ensure the security of personal data.

11. Policy Updates

This privacy policy may be revised to comply with changes in laws or internal guidelines. Any changes will not affect the purposes for which data was originally collected without obtaining the data subject's consent.

Consent to Processing and Transfer of Personal Data

Outside the EEA under GDPR

The Japan Guide Dog Association ("the Corporation") requests your consent to process your personal data for the purposes outlined in Article 1 of this Consent Form.

If you are located in the European Economic Area (EEA) or the United Kingdom, your personal data will be handled with the utmost care and in compliance with the EU General Data Protection Regulation (GDPR), as well as relevant Japanese laws and the Corporation's internal regulations.

Please note that your personal data will be transferred to the Corporation, which is located outside the EEA. If you agree to this processing and transfer, please sign and submit this consent form along with your personal data documents.

However, even if you do not provide consent through this form, the processing and transfer of personal data will still be lawful under GDPR Article 6(1)(b) and Article 49(1)(b), as outlined in Article 6 of this Consent Form.

1. Purpose of Use of Personal Data

The Corporation will use your personal data (including family information) for the following purposes:

1. Donor management
 2. Managing information about visually impaired individuals
 3. Processing Temporary Certificates for Overseas Guide Dog Users
 4. Volunteer management
 5. Recruitment screening (including verifying personal information and communication with the University of Tsukuba during the recruitment process)
 6. Employment procedures
 7. Personnel management (including the use of information systems for personnel management)
 8. Labour management
 9. Healthcare
 10. Tax-related procedures
 11. Administrative tasks related to recruitment, employment contracts, personnel management, and corporate operations (including sharing personal data within the Corporation).
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2. Management of Personal Data

The Corporation will manage your personal data appropriately, retain it for the period specified in its regulations, and implement necessary measures to prevent data leakage, loss, or damage.

3. Sharing Personal Data with Third Parties

In principle, your personal data will not be shared with third parties outside the Corporation unless you provide consent or it is required by law. However, to carry out the purposes listed in Article 1, your data may be:

1. Shared within the Corporation.
 2. Provided to public institutions (e.g., administrative agencies, courts).
 3. Shared with private companies as necessary for specific procedures.
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4. Outsourcing Data Handling

The Corporation may outsource the handling of your personal data to private companies for the purposes listed in Article 1. In such cases, the Corporation will supervise the contractors to ensure proper security measures are in place.

5. Your Rights as a Data Subject

As a data subject, you have the following rights under GDPR:

1. Access your personal data and information about its processing.
2. Request corrections or deletion of your personal data.
3. Request restrictions on the processing of your data.
4. Exercise your right to data portability.
5. Object to the processing of your personal data.
6. Not be subject to decisions based solely on automated processing, including profiling, that significantly affect you.
7. Withdraw your consent at any time without disadvantage (this does not affect the lawfulness of processing prior to withdrawal).
8. Lodge a complaint with a supervisory authority in the EEA or UK regarding GDPR compliance.

If you wish to exercise any of these rights, please contact us using the details provided at the end of this form.

6. Lawfulness of Processing and Transfer of Personal Data

1. Processing personal data is lawful under GDPR Article 6(1)(b) if it is necessary to fulfil a contract with the data subject or to take steps requested by the data subject before entering into a contract. This applies regardless of whether consent is provided through this form.
2. Transferring personal data outside the EEA is lawful under GDPR Article 49(1)(b) if it is necessary to fulfil a contract with the data subject or to take steps requested by the data subject before entering into a contract. This also applies regardless of consent provided through this form.

7 Contact Information

Japan Guide Dog Association

General Affairs / International Affairs

E-mail: international@moudouken.net

I consent to the above provisions of this consent form.

Date: _____, 20____

Signature: