

Society of Automotive Engineers of Japan Privacy Policy

Recognizing the importance of personal information, the member of the Society of Automotive Engineers of Japan, people who participate in the activities of the Society of Automotive Engineers of Japan, staff and anyone involved in one of those capacity (collectively, the "JSAE") fully comply with the Act on the Protection of Personal Information and other legislation that protects personal information (collectively, "laws or regulations"), the guidelines stipulated by the Committee on the Protection of Personal Information, the Personal Information Protection Rules and Personal Information Protection Handling Standards stipulated by the JSAE. The JSAE shall collect, use, and manage such personal information in an appropriate manner in accordance with the provisions below.

Article 1 Definition of Personal Information

In the present Privacy Policy, "personal information" shall refer to information concerning an existing person that can be used to identify a specific individual using the name, date of birth, or other details entered in that information. Personal information shall also include information that may not be sufficient to identify an individual on its own, but can easily be matched to other information to ultimately identify that individual.

Article 2 Acquisition and Utilization of Personal Information

The JSAE shall obtain personal information appropriately within the scope necessary to realize the purposes described below in order to provide services in line with the objectives of the JSAE. When personal information is obtained, that purpose shall be clearly stated in advance and personal information shall be provided (i.e., recorded) under the volition of the person providing the personal information (hereinafter referred to as the "personal information provider").

Article 3 Purposes of Utilization of Personal Information

1. The JSAE shall use the personal information it obtains within the scope necessary to realize the purposes described below.
 - i. Notifying member of information concerning the JSAE.
 - ii. Administrative procedures concerning research reports.
 - iii. The issuance of the Journal of Society of Automotive Engineers of Japan or other publications.
 - iv. Informing members of the hosting of, changes to, or cancellation of technical sessions, events or other undertaking organized by the JSAE, as well as notifying members of application forms.
 - v. In relation to the above, realizing the project plans approved by the decision-making bodies (Annual Meeting, Meeting of the Board of Directors) as well as by the organizations within the various committees.
 - vi. Sale of publications produced by the JSAE.
 - vii. Screening award and qualifications.
 - viii. Recruit applicants to work at the JSAE.
 - ix. Any other purpose related to the above and clearly defined when obtaining the personal information.
2. Specific examples of purposes of utilization are presented below.
 - i. Personal information concerning membership management: manage all aspects of activities, their records, and say on in the JSAE.
 - ii. Personal information concerning members: Notification of events organized, jointly organized, supported, sponsored, or involving the JSAE, sending of notifications about the release of publications issued by the JSAE, questionnaires, and the analysis of member data.
 - iii. Personal information concerning research reports: Office managing the research

report (recording and management of research report data, creation of program, publishing of program and proceedings, payment of compensation (when applicable), contacting the presenter about administrative matters), notification of events organized, jointly organized, supported, sponsored, or involving the JSAE, sending of notifications about the release of publications issued by the JSAE, and the analysis of presenter data.

- iv. Personal information concerning the issuance of the JSAE Journal or other publications: Administrative procedures involved in issuing the JSAE Journal or other publications (recording and management of Journal article data, payment for the manuscript (when applicable), payment for editing (when a review is made), contacting the author about administrative matters), notification of events organized, jointly organized, supported, sponsored, or involving the JSAE, sending of notifications about the release of publications issued by the JSAE, and the analysis of author data.
- v. Personal information concerning event participants: Notification of events organized, jointly organized, supported, sponsored, or involving the JSAE, sending of notifications about the release of publications issued by the JSAE, questionnaires, and the analysis of participant data.
- vi. Personal information concerning sales management: Sales procedures (recording and management of purchaser data, sending of purchased items to purchaser), notification of events organized, jointly organized, supported, sponsored, or involving the JSAE, sending of notifications about the release of publications issued by the JSAE, questionnaires, and the analysis of purchaser data.
- vii. Personal information concerning awards and qualifications: Operation and management of award selection and granting of qualification (recording and managing applicant and recommender data, contacting the applicant and recommender about administrative matters), notification of events organized, jointly organized, supported, sponsored, or involving the JSAE, sending of notifications about the release of publications issued by the JSAE.
- viii. Personal information concerning personnel and labor (hiring): Management of human resources (including the hiring process) labor, and other related matters for administrative staff (screening, contacting the person offered a position, setting human resources information after hiring that person).

3. If changes are made to the purposes of utilization, those changes shall be communicated to the persons concerned or publically announced, except in the case of changes imposed by laws or regulations.

Article 4 Personal Information Items Used

The JSAE shall acquire basic information and information used from its users. Examples of acquired personal information are listed below.

- i. Basic information: Full name, affiliation/division, address of affiliation, phone number of affiliation, email address.
- ii. Members: Basic information, home address, home phone number, date of birth (age), sex, nationality, academic background, and bank account details.
- iii. Information concerning research reports (participants): Basic information, membership number, bank account details (when compensated), home address.
- iv. Information concerning the issuance of the JSAE Journal or other publication: Basic information, membership number, bank account details (when compensated), home address, headshot.
- v. Events (Participants)
 - Congresses: Basic information, membership number
 - Expositions: Basic information, age group, sex

Professional development:	Basic information, membership number, school year (for students), date of birth (age), academic background, driver's license (for Formula SAE Japan), height
Symposiums, forums, seminars, and courses:	Basic information, membership number
International conferences:	Basic information, membership number
Basic information, membership number, home address, home phone number, date of birth	
vi. Sale of publications	Basic information, membership number, date of birth (age), home address, home phone number
vii. Awards and qualifications:	Basic information, membership number, date of birth (age), career background, academic background
viii. Email newsletter distribution	Email address

Article 5 Joint Use of Personal Information

The JSAE may make joint use of the personal information it has obtained. In such cases, the purpose of utilization, scope of utilizing parties, and responsibility shall be made clear in advance, and communicated through notifications to the persons concerned, an announcement on the website operated by the JSAE (the "applicable website") or other means. Such joint utilization may also result in providing personal information to a utilizing joint party based outside Japan.

Article 6 Provision of Personal Information

The JSAE shall not provide the personal information it has obtained to third parties (including parties based outside Japan). However, exceptions are made in the cases below.

- i. When the consent of the individual has been obtained in advance
- ii. When the provision of such information to an outsourcing business provider is required within the scope required to accomplish its purpose of utilization.
- iii. When the provision of such personal information is required by laws or regulations.
- iv. When the provision of such personal information is required for the protection of human life, the body, or property, and in which it is difficult to obtain the consent of the individual.
- v. When the provision of such personal information is specially required to improve public health or promote the healthy upbringing of an infant, and in which it is difficult to obtain the consent of the individual.
- vi. When the provision of such personal information is required to cooperate with a state institution, or a local public body in executing affairs prescribed by laws or regulations, and in which obtaining the consent of the individual may impede the execution of said affairs.
- vii. When such personal information is provided to a party within the scope of the joint utilizing party defined in Article 4.
- viii. When the provision of such personal information is otherwise allowed under the Act on the Protection of Personal Information.

Article 7 Management of Personal Information

To prevent the leak, loss, destruction, or tampering of the obtained personal information and the personal information to be obtained that is planned to be treated as personal data, the JSAE shall implement technical security controls to maintain the security systems it manages, physical security controls to prevent unauthorized persons from viewing or otherwise accessing the information, organizational security controls to establish and otherwise set up a

control framework, human security controls to provide extensive training to staff and otherwise foster awareness, and build other rational and appropriate security control measures. Personal information shall be managed in strict accordance with the Personal Information Protection Rules and Personal Information Protection Handling Standards stipulated by the JSAE. In the unlikely event that the personal information leak or other incident occurs, JSAE will promptly report and notify the situation in accordance with the law.

Article 8 Disclosure and Amendment of Personal Information

Upon receiving a request from the holder of the personal information to disclose, reference, modify, or delete their own personal information, the JSAE shall, after verifying the identity of the individual as the holder of the personal information, generally without delay, release the applicable personal information through the means requested by the holder of the personal information from one of the means of providing such information in the form of electromagnetic records, in the form of issuing a printed document, or any other form stipulated by the JSAE. Should it be decided not to disclose the personal information, or when the JSAE does not possess the applicable personal information, the individual shall be notified without delay.

When a request to correct personal information is made, the required investigation shall normally be carried out without delay, corrections or other changes based on the results of the investigation shall be made and the latest information shall be maintained. When corrections or other changes are made to personal information, or when it is decided not to make such corrections or other changes, the individual shall be notified without delay. However, there may be cases where the request cannot be accommodated if the JSAE is not under legal obligation to disclose or otherwise release personal information.

Article 9 Handling of the Website

The website of the JSAE should be used under the responsibility of the user. The JSAE shall not bear any responsibility for damage or loss caused by the use of information obtained using the personal information of users collected by its website or other websites linked from its website.

Article 10 Security of Registered Information

The JSAE website uses an encryption technology known as SSL as necessary for the registration of user personal information. The registered personal information is managed on a dedicated server protected behind a security system known as a firewall, and every effort is made to prevent external unauthorized access or leaks of information.

Article 11 Outsourcing the Processing of Personal Information Possessed by the JSAE

The JSAE may, within the scope necessary to realize the objectives of the JSAE, entrust the handling of some or all personal information to providers of, for example, delivery or other services, or the analysis or other management of member data.

When the handling of personal information possessed by the JSAE is entrusted to an external party, the necessary contracts shall be concluded, and the entrusted party shall be appropriately managed and monitored.

Article 12 Entity Handling Personal Information

The address and representative of the JSAE are as follows.

Name:	Society of Automotive Engineers of Japan, Inc.
Address:	10-2 Goban-cho, Chiyoda-ku, Tokyo
Representative:	Executive Director

Article 13 Contact Information

Use the contact information below to request the disclosure, or corrections or other changes, related to personal information possessed by the JSAE, or for any inquiries concerning the protection of personal information. Requests to disclose such personal information may, depending on their content, require the payment of administrative fees.

General Affairs Section, Society of Automotive Engineers of Japan, Inc.
Telephone: 03-3262-8211 Email: soumu@jsae.or.jp
Opening hours are 10:00 to 17:00, Monday to Friday, excluding public holidays,
year-end and new-year holidays, and JSAE holidays.

Article 14 Cookies

Browser settings can be used by the individual to disable cookies or have a warning displayed when cookies are sent. However, disabling cookies may prevent the individual from using some or all of the functionality related to the services or other uses provided by the JSAE. Refer to the separately provided cookie policy for details.

Article 15 Updates to the Privacy Policy

The JSAE may update its privacy policy without prior warning to handle personal information appropriated in cases such as an amendment to the laws or regulations. Personal information obtained by the JSAE shall always be handled in accordance with the latest version of its privacy policy. All such updates, regardless of their nature, shall be posted on the website of the JSAE and come into force on the day they are posted.

Supplemental Rules

1. These Rules come into force on the 15th of July, 2005.
2. The addition of the contact information comes into force on the 26th of April, 2011 (First Meeting of the Board of Directors on the 26th of April 2011).
3. Amendments to the Acquisition of Personal Information, Utilization of Personal Information, Provision of Personal Information, and Contact Information articles, as well as the addition of the Updates to the Privacy Policy article, come into effect on the 4th of September, 2020 (Decision at the Second Operational Planning Meeting on the 4th of September, 2020).
4. The additions and amendments to Articles 1, 2, 3, 5, 6, 7 and 8, as well as the addition of Articles 12 and 14, come into effect on the 1st of December 2022 (Decision at the Third Operational Planning Meeting on the 1st of December, 2022).

Society of Automotive Engineers of Japan Cookie Policy

1. What are Cookies?

Cookies are items of information stored in the web browser when an individual accesses a website. Cookie data on its own is not sufficient to identify an individual. Cookies are considered personal information when their use is integrated into personal information.

2. Utilization of Cookies

The JSAE automatically receives information such as cookie data, advertisements and websites viewed, and data on the system used by the individual from that individual's web browser, stores it on its servers, and utilizes that information to improve the convenience of services offered by the JSAE, for security purposes such as maintaining or protecting sessions, to consider new services, and to present advertisements and services more closely adapted to the customer.

3. Setting and Management of Cookies

The individual can determine whether or not to allow the utilization of cookies. Many browsers automatically allow the utilization of cookies, but also make it possible to disable their use in the browser settings. Be aware that disabling the utilization of cookies may prevent the normal use of some JSAE services or prevent some pages from displaying correctly. Cookie settings vary from one browser to the next. Consult the instructions for the specific browser for details.

- [Safari](#)
- [Chrome](#)
- [Firefox](#)
- [Microsoft Edge](#)
- [Internet Explorer](#)