

The Japan Society for Precision Engineering Privacy Policy

The Japan Society for Precision Engineering
Constituted November 18th, 2005. Approved by the Board of Directors.

The Japan Society for Precision Engineering (JSPE) will handle information that could identify an individual (personal information) following the guideline as described below: collecting, using and managing information.

(1) Collection of Personal Information

JSPE collects personal information as needed. This information is voluntarily provided by related personnel, business and service users of the organization (the provider). As policy, when information is collected, the organization will specify the purpose of use and obtain consent from the provider.

(2) Purpose of Use

JSPE uses collected personal information as needed to achieve stated purposes. However, the following circumstances may lead the organization to utilize or otherwise provide information outside stated purposes if:

- 1 In any instance as required by law or legislation;
- 2 When agreed to by the provider;
- 3 In any instance where outsourcing requires the provision in part or whole of the information to an external organization to complete the stated purpose (for example, providers' names and addresses are disclosed to delivery companies); and,
- 4 For any legitimate reason as approved in a general or a board meeting made in order to achieve official goals of business.

(3) Management of Personal Information

JSPE will strive to engage in proper management to avoid leakage, damage, falsification and/or loss of collected information. Any information previously disclosed by any provider and that is already available to the public will not be managed.

(4) Disclosure and Amendment of Personal Information

JSPE will disclose information in a timely manner upon request by the provider. Also, JSPE will amend personal information upon request.

(5) Use of Information on Websites

Use of JSPE's websites (the website) is at the users' risk. JSPE does not take responsibility for any loss incurred through the use of the website, or any other website linked to the website. Also, JSPE does not take responsibility for security of personal information in any other website linked to the website.

(6) Cookies

Cookies are used to view the website more conveniently, and are not to violate users' privacy or to cause any computer malfunction. Collected information through cookies is used to enhance services, and any collected information is protected under the same conditions as personal information. In the event that users do not want collected information, cookies can be disabled through the browser.

(7) Changes in the Privacy Policy

JSPE may change the privacy policy without prior notification. For any collected information by JSPE, the current privacy policy will apply. Any change to the privacy policy will be posted on the website and will be effective immediately.

(8) Inquiries Regarding the Handling of Personal Information

For any inquiries regarding the privacy policy at JSPE, Please contact the following address.

*The Japan Society for Precision Engineering Secretariat
Kudan-Seiwa Building, 1-5-9, Kudan-kita, Chiyoda-ku, Tokyo,
102-0073, JAPAN
TEL +81-3-5226-5191 / FAX +81-3-5226-5192
E-mail jspe_jspe@jspe.or.jp*