

Attention to: Participants,

## Handling of Personal Information

Secretary General  
Handling of Personal Information Administrator  
Japan International Cooperation Center

JICE has received the certification acquisition of Privacy Mark and shall treat personal information in an appropriate manner. If you are applying to this Program, please read the notice below and agree to provide certain personal information.

JICE shall use the personal information you provide for the purpose of the 'implementation and operation of international exchange Program (including follow-up programs after your participation in the Program) conducted by JICE.

Specific uses are as follows.

- 1) Coordinating your participation in the International Exchange Program
- 2) Sending/collecting various documents and questionnaires
- 3) Emergency contact
- 4) Posting photos/videos in program reports and PR mediums (homepage, annual report, PR magazines, social media, etc.)
- 5) Providing information and introducing other projects organized by JICE such as international participants training, international student services, international youth exchanges, multiculturalism promotion, education development, convention seminars, etc.

JICE may share the acquired personal information with other individuals or entities, only in cases where security requirements for personal information protection have been validated in accordance with JICE's regulations.

JICE may share the personal information you provided by hand in writing, post mail, FAX, or e-mail in order to implement the program per the following conditions.

Personal Information that may be provided	Purpose	Recipient
Name, age, date of birth, gender, e-mail address, school name, language qualifications/experience, experience with organization activities/international exchange projects/travelling abroad, purpose of application, self-introduction, photos/videos taken during the Program by JICE or any other third party, etc.	To share information of participants for the implementation of the program, selecting participants, conducting questionnaires, and creating materials related to JICE programs.	Organizations involved in the implementation and operation of the Program (MOFA, the Embassy of Japan in the target countries, related international organizations, etc.), as well as the implementing organization staff, travel agencies, lecturers, representatives at visited companies/organizations, faculty at schools of exchange, host families, printing companies, and among participants

The provision of personal information to JICE is left to your discretion. However, in cases where some personal information is not provided, you may be denied participation in the Program, and JICE may not be able to make an appropriate judgment regarding the implementation of the Program.

In regards to the personal information provided to JICE, you have the right to request notification of the purpose of the utilization of the information, disclosure of the information, amendments to the information, additions or deletions of information, complete elimination of or cessation of the utilization of the personal information itself, and the suspension of the provision of the information to any third party. If you wish to request any of the above such as disclosure of your personal information, please contact the following department. JICE will respond to your request after verifying personal identification.

Personal Information Liaison, General Affairs Department, JICE Phone : 03-6838-2702 (Mon-Fri 9:30~12:30, 13:30~17:30) E-mail: <a href="mailto:privacy@jice.org">privacy@jice.org</a>
International youth exchange program related inquires. Youth Exchange Division, International Exchange Department, JICE Phone : 03-6838-2730 (Mon-Fri 9:30~12:30, 13:30~17:30) E-mail : <a href="mailto:kokusaikoryu@jice.org">kokusaikoryu@jice.org</a>

## Consent Form

To: Secretary General  
Personal Information Administrator  
Japan International Cooperation Center (JICE)

**I hereby agree to the above-stipulated matters in regards to the handling of my personal information.**

\_\_\_\_\_  
Print Name of Participant

\_\_\_\_\_  
Nationality

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date (MM/DD/YYYY)

\*This consent form is for non-GDPR countries.

\* Kindly scan all pages of the letter of understanding after signing and upload them to the designated Application Form for MIRAI.