

Personal Information Protection Regulations of Kanazawa City Tourism Association

(Purpose)

Article 1

1. The purpose of these regulations is to ensure the proper handling of personal information held by Kanazawa City Tourism Association (hereinafter referred to as the "Association") by establishing necessary measures, thereby protecting individuals' rights and interests.

2. Specific handling of special personal information will be governed by the "Regulations on the Handling of Special Personal Information etc. by the Kanazawa City Tourism Association."

(Definitions)

Article 2

The terms defined in these regulations are as follows:

(1) **Personal Information**: Information about a living individual that can identify a specific person through their name, date of birth, or other descriptive elements (including information that can be easily cross-checked with other data, making it possible to identify a specific individual).

(2) **Sensitive Personal Information**: Personal information that includes data such as the person's race, beliefs, social status, medical history, criminal record, or other information that could lead to unfair discrimination or prejudice against the person. This category includes information as specified by government ordinance.

(3) **Staff**: Refers to the Association's officers, office staff, seconded employees, and dispatched employees.

(Responsibilities of the Association)

Article 3

The Association shall recognize the importance of personal information protection and take necessary measures to ensure it.

2. Staff shall not disclose personal information learned in the course of their duties to others or use it for improper purposes. This obligation continues after leaving the Association.

(Specification of Purposes for Use)

Article 4

1. When handling personal information, the Association shall limit it to the minimum necessary for performing its duties and shall specify the purpose of use (hereinafter referred to as the "Purpose of Use") as clearly as possible.

2. When changing the Purpose of Use, it shall not exceed the reasonable scope related to the original purpose.

(Restriction Based on Purpose of Use)

Article 5

1. The Association shall not handle personal information beyond the scope necessary to achieve the specified Purpose of Use unless it has obtained the individual's consent in advance.

2. Notwithstanding the preceding paragraph, personal information may be handled beyond the specified Purpose of Use without prior consent in the following cases:

(1) When required by law.

(2) When necessary for the protection of a person's life, body, or property, and obtaining the person's consent is difficult.

(3) When necessary for public health or promoting the sound development of children, and obtaining the person's consent is difficult.

(4) When cooperation is needed for the execution of duties prescribed by law by government agencies or local authorities, and obtaining the person's consent would hinder the execution of those duties.

(Proper Acquisition)

Article 6

The Association shall acquire personal information by lawful and fair means.

(Notification of Purpose of Use at the Time of Acquisition)

Article 7

1. When the Association acquires personal information, it must promptly notify or make public the Purpose of Use unless it has already made it publicly known.

2. Notwithstanding the preceding paragraph, when acquiring personal information from documents (including electronic records), the Association must clarify the Purpose of Use to the individual in advance. However, this does not apply in emergency situations where protection of life, body, or property is required.

3. If the Purpose of Use changes, the Association must notify or make public the new Purpose of Use.

4. However, the Association does not need to notify or make public the Purpose of Use in the following cases:

(1) When notification or publication would harm the life, body, property, or other rights and interests of the individual or a third party.

(2) When notification or publication would harm the Association's rights or legitimate interests.

(3) When cooperation with government agencies or local authorities is necessary

to perform duties prescribed by law, and notification or publication would interfere with the execution of those duties.

(4) When the Purpose of Use is obvious from the context of acquisition.

(Proper Management)

Article 8

1. The Association shall ensure that the personal data it holds is accurate and up-to-date within the scope necessary to achieve the Purpose of Use and shall delete personal data without delay when it is no longer needed.

2. The Association must take necessary and appropriate measures to prevent leakage, loss, or damage of personal information (hereinafter referred to as "leakage, etc.") and ensure the safety management of personal data.

(Safety Management Measures)

Article 9

1. The Association shall appoint a person responsible for overall personal information management (hereinafter referred to as the "Management Officer") and assign this role to the office manager.

2. The Management Officer must supervise staff appropriately to ensure the safe management of personal information held by the Association.

(Safety Management Measures for Contractors)

Article 10

When the Association entrusts the handling of personal data to another party, it must ensure that the contractor takes necessary and appropriate measures to manage the safety of the personal data.

(Deletion of Personal Data and Disposal of Equipment, Electronic Media, etc.)

Article 11

1. The management of media used to dispose of or delete personal data shall be as follows:

(1) When disposing of documents containing personal data, methods such as shredding or incineration that make the contents irrecoverable shall be used.

(2) When disposing of equipment and electronic media containing personal data, methods such as using dedicated data deletion software or physical destruction shall be used.

2. Staff must ensure that any personal information temporarily stored on devices, such as computers, is deleted after the task is completed.

(Restriction on Provision to Third Parties)

Article 12

1. The Association shall not provide personal information to third parties without the prior consent of the individual, except in the following cases:

- (1) When required by law.
- (2) When necessary for the protection of a person's life, body, or property, and obtaining the person's consent is difficult.
- (3) When necessary for public health or promoting the sound development of children, and obtaining the person's consent is difficult.
- (4) When cooperation is needed for the execution of duties prescribed by law by government agencies or local authorities, and obtaining the person's consent would hinder the execution of those duties.

2. In the following cases, the recipient of the personal data will not be considered a third party for the purposes of the previous paragraph:

- (1) When the Association entrusts the handling of personal data to another party within the necessary scope for achieving the Purpose of Use.
- (2) When personal data is provided in the event of a merger or other business succession.
- (3) When personal data is provided to a specific party for joint use, and prior notification or disclosure has been made regarding the joint use purpose, the data items, the scope of those who will use the data, and the person responsible for the management of the data.

3. If there is any change in the person responsible for managing joint use data, the Association must promptly notify or make this known to the individual.

4. When the Association provides personal data to a third party, it shall impose necessary restrictions, such as limitations on the purpose or method of use of the personal data, or other necessary limitations, if deemed necessary. Additionally, the Association shall request that appropriate measures be taken to ensure the proper handling of the data.

(Handling of Data Breaches, etc.)

Article 13

In the event of personal data leakage, loss, or damage, or when such an event is feared, the Association must promptly report to the Management Officer and take necessary actions as prescribed by law, including:

- (1) Preventing the expansion of damage.
- (2) Investigating the facts and determining the cause.
- (3) Identifying the scope of impact.
- (4) Implementing measures to prevent recurrence.
- (5) Notifying the individual (in the case of incidents prescribed by the Personal Information Protection Commission's rules).

(6) Reporting to the Personal Information Protection Commission (in the case of incidents prescribed by the Personal Information Protection Commission' s rules).

(Disclosure of Held Personal Data)

Article 14:

1. The Association must ensure that the following matters concerning the personal data it holds are made accessible to the individual in a way that they can know them (including being in a state where they can promptly respond to the individual' s request):

(1) The name of the Association.

(2) The purpose of using the personal data (except in cases falling under Article 7, Paragraph 4, Items 1 to 3).

(3) The procedure for requesting the notification of the purpose of use of the personal data, disclosure of the personal data, correction, addition, or deletion of the content of the personal data, suspension or deletion of the use of personal data, suspension of the provision of personal data to third parties, or disclosure of third-party provision records.

(4) The contact for submitting complaints regarding the handling of personal data.

2. When the individual requests notification of the purpose of use of their personal data, the Association must promptly provide the notification. However, this does not apply in any of the following cases:

(1) If the purpose of use of the personal data is clear due to being made accessible to the individual in advance.

(2) If notifying or disclosing the purpose of use may harm the life, body, property, or other rights and interests of the individual or a third party.

(3) If notifying or disclosing the purpose of use may harm the rights or legitimate interests of the Association.

(4) If there is a need to cooperate with a national or local government agency in performing its legally defined duties, and notifying or disclosing the purpose of use may hinder the performance of those duties.

3. If the Association decides not to notify the purpose of use of the personal data as requested in accordance with the provisions of the previous paragraph, it must promptly notify the individual of this decision.

(Disclosure)

Article 15

1. When the Association is requested by the individual to disclose personal data that identifies the individual (including cases where the Association informs the individual that such personal data does not exist), the Association must promptly

disclose the requested personal data. However, disclosure may be withheld in whole or in part if any of the following conditions are met:

(1) If disclosing the data may harm the life, body, property, or other rights and interests of the individual or a third party.

(2) If disclosing the data would significantly hinder the proper performance of the Association's operations.

(3) If disclosing the data would violate other laws or regulations.

2. Disclosure shall be made in the method requested by the individual, such as providing electronic records, delivering documents, or any method specified by the Association. However, if disclosing by electronic record incurs significant costs or is difficult, the disclosure shall be made by delivering documents.

3. If the Association decides not to disclose all or part of the requested personal data in accordance with Paragraph 1, the Association shall promptly inform the individual of this decision.

4. If the disclosure of personal data to the individual is mandated by other laws or regulations, the provisions of Paragraphs 1 and 2 do not apply to the disclosure of all or part of the personal data.

(Correction, etc.)

Article 16

1. If the Association receives a request from the individual to correct, add, or delete (hereinafter referred to as "correction, etc.") personal data that identifies the individual, because the data is factually incorrect, the Association shall promptly conduct necessary investigations within the scope required to achieve the purpose of use, except when special procedures are stipulated by other laws or regulations. Based on the results of these investigations, the Association shall, in principle, make the correction, etc. of the personal data.

2. If the Association makes corrections, etc. to all or part of the personal data in accordance with the provisions of the previous paragraph, or decides not to make corrections, the Association shall promptly notify the individual of the results (including the content of the correction, etc. if applicable).

(Suspension of Use, etc.)

Article 17

1. If the individual requests the suspension or deletion of the use of personal data because it is being used for purposes other than originally intended, or inappropriately, or because the personal data has been obtained through fraudulent or illegal means or without consent, and it is determined that the request is valid, the Association must promptly suspend or delete the use of the personal

data to the extent necessary to correct the violation. However, if suspending or deleting the use of the personal data incurs significant costs or is difficult, alternative measures may be taken to protect the individual's rights and interests.

2. If the individual requests the suspension of the third-party provision of their personal data under Article 12, Paragraph 1, and it is determined that the request is valid, the Association shall promptly suspend the third-party provision of the personal data. However, if suspending such provision incurs significant costs or is difficult, alternative measures may be taken to protect the individual's rights and interests.

3. If the individual requests the suspension of the use of their personal data or the suspension of its provision to a third party due to the cessation of necessity, a significant data breach report obligation, or the risk of harm to the individual's rights or legitimate interests, and it is determined that the request is valid, the Association shall promptly suspend the use or third-party provision of the personal data to the extent necessary to prevent the infringement of the individual's rights and interests. However, if suspending the use or provision incurs significant costs or is difficult, alternative measures may be taken.

4. When the Association either suspends the use of the personal data or decides not to do so, or when it suspends the third-party provision or decides not to do so, based on the provisions of Paragraphs 1, 2, or 3, the Association shall promptly notify the individual of its decision.

(Explanation of Reasons)

Article 18

If the Association notifies the individual that it will not take the requested action, in whole or in part, under Article 14, Paragraph 3, Article 15, Paragraph 3, Article 16, Paragraph 2, or Article 17, Paragraph 4, or will take a different action, the Association shall explain the reasons for its decision to the individual.

(Request Method for Disclosure, etc.)

Article 19

1. An individual who wishes to request disclosure, correction, suspension of use, or suspension of third-party provision (hereinafter referred to as "disclosure, etc.") under Articles 15, 16, and 17 must submit a Disclosure Request Form (Form 1) to the Association.

2. The following individuals may request disclosure, etc., on behalf of the individual:

- (1) A legal guardian of a minor or an adult ward.
- (2) An agent delegated by the individual to make the disclosure request.
3. The person making the disclosure request must submit or present documents that prove they are the individual or their agent, as required by the Association.
4. The person making the correction request must submit or present documents that prove the requested correction is consistent with the facts.

(Cost Burden)

Article 20

Those requesting a copy of personal data under Article 15 must bear the following costs:

- (1) The cost of creating a copy of the personal data: Actual costs.
- (2) The cost of sending the copy of the personal data: Actual costs.

(Additional Provisions)

Article 21

Any matters necessary for the implementation of these regulations shall be separately specified.

Supplementary Provisions

1. These regulations shall apply from January 1, 2025.