

Rules on the Protection of Personal/Confidential Information

The following stipulates rules on protection of Personal/Confidential Information. In the following “A” means the Embassy of Japan in the Philippines and “B” means any accredited agency for Japanese visa application, respectively.

1. (Purpose)

The purpose of the following is to clarify working environment, handling of personal/confidential information, and other aspects of B in performing the work in order to ensure the management of personal/confidential information pertaining to the work as an accredited agency for Japanese visa application.

2. (Duty of Confidentiality for Personal/Confidential Information)

B shall not disclose personal/confidential information obtained in its work (hereinafter referred to as “the Personal/Confidential Information”), during the accredited period and after the termination of it, and shall not use the Personal/Confidential Information for purposes other than the original intent.

3. (Director in charge of the Management of the Personal/Confidential Information)

B shall designate a Director in charge of the management of the Personal/Confidential Information in order to ensure the protection of the Personal/Confidential Information.

4. (Persons Engaged in Handling of the Personal Information)

B shall make a list of all persons engaged in handling the Personal/Confidential Information and shall report it to A in writing for approval. B shall report to A on any update of the list in writing as well.

5. (Management of the Personal/Confidential Information)

(1) Under the supervision of the relevant person designated by the Director defined by the Section 3, B shall ensure the management of the Personal/Confidential Information in an appropriate manner, such as setting a password to computers and electric media which record the Personal/Confidential Information, taking a precaution against unauthorized access and, storing an external media in a lockable metallic cabinet, in accordance with B's internal rules, in order to prevent the leakage, loss or damage of the Personal/Confidential Information (hereinafter referred to as "leakage").

(2) In case where B's employees intentionally or negligently leak the Personal/Confidential Information, B shall take responsibility for the leakage.

6. (Restriction on Reproduction of the Personal/Confidential Information)

In case of necessity, B shall make the minimum number of copies of the Personal/Confidential Information.

7. (Prohibition of Reentrustment)

B may not entrust the entrusted services to another organization or person.

8. (Restriction on Transmission of the Personal/Confidential Information)

Except when authorized by A, B shall not transmit the Personal Information by mail, fax, e-mail, and other means which could risk the leakage of the Personal/Confidential

Information.

9. (Removal and Return of the Personal/Confidential Information)

When the Personal/Confidential Information is not needed for the Japanese visa application or when the accreditation for B is terminated, B shall promptly delete or return the Personal/Confidential Information.

10. (Inspection)

A shall undertake inspection of B on the management of the Personal/Confidential Information as instructed by A.

11. (Measures against Incidents)

In case of or at risk for the leakage of the Personal/Confidential Information, B shall promptly investigate sequence, details, damage, and other aspects of the incident and report to A.

12. (Education)

The Director shall provide necessary education to relevant persons engaged in handling the Personal/Confidential Information in order to ensure the dissemination of these provisions.

13. (Measures against Breaches)

- (1) If B breaches any preceding section above, B shall bear liability for compensation to A and the applicant.
- (2) B accepts that A can suspend or cancel the accreditation in case where A deems B has breached any preceding section above.