

Personal Data Protection Policy

The Japanese Society of Tribologists (Society), in compliance with the Act on the Protection of Personal Information (Act No. 65), strives to achieve appropriate protections of personal data.

1 Collection of personal data

To the extent necessary, the Society will collect data voluntarily provided by its members, users of its various services, and stakeholders and participants in the Society's operations. In principle, the Society will disclose its reasons for collecting personal data and will do so upon the consent of those that provide such data.

2 Use of personal data

The Society will limit its use of personal data to the purposes listed below. An individual's personal data that are provided will not be disclosed to a third party without the consent of that individual unless there are special circumstances.

- (a) Identity verification; provision of public relations services regarding service applications; billing for services; and notices regarding changes to terms of service and regarding suspension, discontinuation, and cancellation of services
- (b) The mailing of the journal; notices about general meetings and election ballot forms; and provision of necessary information on the Society's operation, such as communications regarding its activities
- (c) The provision of information about the Society's various services and the dissemination of surveys aiming to improve the Society's services

The Society is permitted to use or disclose personal data for purposes other than those listed in 2(a)–2(c) under the following circumstances.

- (a) When required by law
- (b) When approved by the provider of the data

3 Management of personal data

The Society will endeavor to appropriately manage all collected personal data so that they cannot be revealed, damaged, altered, stolen, or lost. However, an individual's

personal data disclosed by that individual or otherwise already disclosed to the public are beyond the management of the Society.

4 Disclosure of or revisions to personal data

When a provider of personal data requests that the Society disclose her or his data, the Society will, in principle, immediately comply with that request. When a provider of personal data requests that the Society revise his or her data, the Society will, in principle, immediately comply with that request.

5 Regarding online data

The Society will manage the data available on its website. Users will be responsible for their use of all data on the Society's website. The Society will not have any responsibility for any damages caused by the use of any data obtained from its website or from any linked websites.

6 Policy changes

The Society may change this policy without any prior notice. Personal data collected by the Society will be subject to the Society's most recent personal data protection policy. Any change to this policy will be enacted upon the approval of the Board of Directors and listed on the Society's website.

(Record of revisions)

(Approved by the Board of Directors on February 24, 2006: Establishment)

(Approved by the Board of Directors on March 30, 2017 ···· Changes in terminology with the Society's transition to a general incorporated association)