

Regulations on the Protection of Personal Data by the Institute for Global Environmental Strategies

IGES Regulations No. 1 7
Established on February,23,2001
Amended on April 1, 2012
Amended on January 1, 2016

Article 1 (Purpose)

These Regulations establish rules for the proper handling of personal data kept by the Institute for Global Environmental Strategies (hereinafter referred to as the “Institute”), because the protection of personal data is important for protecting an individual’s dignity.

Article 2 (Definitions)

In these Regulations, the following terms shall have the meaning hereby assigned to them respectively:

(1) “Personal data” means information about an individual (excluding officers, members of the Secretariat and the research staff (hereinafter referred to as the “staff”), or former staff of the Institute), with which the particular individual is or may be identified. Provided, however, that “Specific personal information (“ Specific Personal Information” as prescribed in Article 2, Paragraph 8 of the Act on Use of Numbers to Identify Specific Persons in Administrative Procedures (Law No. 27 of May 31,) is excluded.

(2) “The person” means the person who is or may be identified from the personal data.

Article 3 (Duty of the Institute and handling of Specific Personal Information)

The Institute should make an effort to protect personal data as well as cooperate with measures taken by the Government of Japan and local administrative organisations to protect personal data.

Article 4 (Restrictions of handling)

The Institute should not handle personal data concerning any of the items listed below, unless it is based on law or ordinance (hereinafter referred to as “law”) or the data is essential for carrying out business.

- (1) thought , belief or religion
- (2) race or ethnic group
- (3) criminal record
- (4) social status which may cause social discrimination

Article 5 (Registration and handling of personal data)

The Institute will apply for registration, apply for changes in the content of registration, or report changes or nullifications, of work involving individual data, based on laws and ordinances of related organisations concerning protection of personal data, in principle.

Article 6 (Restrictions of collection)

When collecting personal data, the Institute should, first clarify the purpose for handling personal data (hereinafter referred to as “purpose of handling”), and then take care so that the personal data to be collected shall not exceed the limit necessary for accomplishing the purpose of handling.

2. When collecting personal data, the data must be collected by legal and fair methods.

3. When collecting personal data, the Institute has to collect the data from the person. It shall not apply, however, in any of the following cases:

- (1) When the collection is based on law.
- (2) When the collection is based on the consent of the person.
- (3) When the collection is acknowledged as urgent and essential to protecting the life, body or property of an individual.
- (4) When the collection is made from publications, broadcasts, or other similar activities which make the information public.
- (5) Upon the opinion of the meeting of the Board of the Directors of the Institute (hereinafter referred to as “Board of the Directors ”), when it is acknowledged that the collection of information from the person will hinder the accomplishment of the purpose, or cause difficulty to the smooth implementation, due to the nature of the clerical work or business; or when it is acknowledged that there is an adequate reason for collecting the data from persons other than the person.

4. The Institute should make an effort to inform the person when personal data is collected from persons other than the person according to either (3) or (5) of the preceding paragraph, and also of the purpose for handling the personal data .

Article 7 (Restrictions of usage and provision)

The Institute should not use or provide personal data for purposes other than the one for which the data is originally collected. It shall not apply, however, in any of the following cases:

- (1) When the usage or provision is based on law .
- (2) When it is used or provided based on the consent of the person, or when it is provided to the person.
- (3) When its use or provision is acknowledged as urgent and necessary for protecting the life, body or property of an individual.
- (4) Besides cases pointed out as (3), when it is used or provided upon hearing the opinion of the directors meeting.

2. The Institute should make an effort to inform the person when personal data is used or provided according to either (3) or (4) of the preceding paragraph, and also of the purpose for handling the personal data.

Article 8 (Securing measures for safety, accuracy, etc.)

The Institute should make an effort to take necessary measures for the proper management of personal data, including the prevention of leaking, damaging or destroying personal data .

2. The Institute should make an effort to keep the personal data it keeps accurate, complete, and updated, within the scope of the purpose for handling.

Article 9 (Obligation of the staff)

The staff of the Institute should not arbitrarily inform others, or use for improper purposes, the content of personal data acquired through work. This applies after they leave the Institute as well.

Article 10 (Commissioning of handling etc.)

When all or a part of clerical work or business involving the handling of

personal data is commissioned to persons outside of the Institute, the Institute should clarify, in the contract, measures to be taken by the commissioned persons concerning the handling of personal data .

Article 11 (Disposal)

The Institute should entirely and quickly dispose of personal data no longer needed.

Article 12 (Claim to disclosure of personal data)

The Institute should respond to claims by the person for the disclosure of his/her personal data kept by the Institute (hereinafter referred to as “claim to disclosure”), upon confirmation that the requester is indeed the person whom the data is about. A part or all of the personal data may not be disclosed, however, in the following cases:

- (1) When the personal data laid claim to disclosure contains information about persons other than the one who laid claim to the disclosure of the personal data (hereinafter referred to as “the claimer”), and if the disclosure to the claimer is acknowledged to cause unjust disadvantage to said persons.
- (2) When the personal data requested for disclosure contains data recorded about a corporate body etc. or about businesses run by an individual, and if the disclosure to the claimer will cause unjust disadvantage in competition to said corporate body or said individual.
- (3) When the personal data laid claim to disclosure is about guidance, diagnosis, evaluation, selection etc. of an individual, and if the disclosure to the claimer may cause significant obstacles to said guidance, diagnosis, evaluation or selection etc.
- (4) When disclosure to the person is prohibited by law .
- (5) Besides items listed in (1), (2), (3), and (4), when it is the opinion of the directors meeting, that is justifiable not to disclose.

Article 13 (Decisions etc. for claim for disclosure)

When the disclosure is laid claim to, the Institute should decide whether to or not to disclose the claimed information within 30 days after the day the claim was made. If, however, there is a reason for not being able to make the decision within said period, the decision may be made after the reason ceases to exist.

2. The Institute has to give notice to the claimer in writing when a decision based on the preceding paragraph is made.

Article 14 (Claim for correction of personal information)

Concerning the correctness of the personal data kept by the Institute, the Institute must respond to claims for correction from the person whom the data is about, upon confirmation that the claimer is indeed the person whom the data is about, and when a mistake in the correctness of the data is recognized.

Article 15 (Decisions etc. for claim for correction of personal data)

When claim is made for a correction, the Institute must conduct an investigation within 30 days after the claim for the correction is made, and decide whether or not to make the correction. If, however, there is a reason for not being able to make a decision within said period, the decision may be made after the reason ceases to exist.

2. The Institute must give notice to the claimer, in writing, when a decision based on the preceding paragraph is made.

Article 16 (Protest)

When a protest is filed about the handling of personal data from the person concerned in said personal data , the Institute has to, without delay, conduct an investigation about the handling of the personal data about which the protest was filed, process the filing, and give notice of the contents of the process, in writing, to the person who filed the protest.

Article 17 (Appointment etc. of a controller)

The Institute shall appoint a controller of personal data among its employees.

2. The controller of personal data must process the items regulated in these Regulations, and ensure that the personal data kept by the Institute is handled properly.

Article 18 (Mandate)

Necessary matters concerning enforcement of these Regulations shall be stipulated separately by the Chair of the Board of Directors.

Supplementary Provisions

These Regulations shall take effect as from April 1, 2001.

Supplementary Provisions

These Regulations shall take effect as from April 1, 2012.

Supplementary Provisions

These Regulations shall take effect as from April 1, 2016.