

About the Handling of Personal Information

Procom International Co. Ltd. (hereinafter referred to as “the Company”) provides services to handle secretariat operations at academic conferences and various other events on behalf of organizations hosting such events at their request. In order to respond to the growing social needs for the protection of personal information and to protect the privacy rights of individuals, the Company recognizes that the most important issue is to handle the personal information of all participants and sponsors of academic meetings and other events in an appropriate manner in accordance with the Act on the Protection of Personal Information, other related laws and regulations, and the requirements of the PrivacyMark, and shall thoroughly ensure that all of our employees and related parties involved in our business activities always handle personal information in such an appropriate manner.

Purposes for the use of personal information to be obtained:

- To implement the registration procedures for participation;
- To operate events smoothly; and
- To provide information and various notifications, carry out various procedures related to participation, and send e-mails and other communications/materials.

The Company shall never use personal information obtained for any purposes other than those mentioned above. In addition, if personal information is to be used for a specific purpose, the purpose of that use shall be clearly stated on a case-by-case basis.

The Company asks you to provide us with personal information to be used for the purposes of this academic meeting at your own discretion. However, please note that we may not be able to provide you with sufficient services if you do not provide us with the information necessary for the operation of this academic meeting.

- The Company shall take necessary measures to ensure that personal information entrusted to us is managed in a strict and secure manner to prevent unauthorized third parties from obtaining such personal information.
- The Company may entrust personal information entrusted to us to our subcontractors to carry out the purposes for which personal information is used. When entrusting personal information to a subcontractor, the Company shall select the subcontractor based on the condition that the subcontractor has secured a sufficient level of the protection of personal information and shall execute a confidentiality agreement with the subcontractor to strictly and securely manage such personal information.
- With regard to personal information entrusted to us, individuals providing such information may, at their own will, request notification of the purposes of use, disclosure, correction, addition, deletion, suspension of use, erasure, suspension of provision to a third party, or disclosure of a record concerning provision to a third party. In such cases, the Company will verify the identity of the individual making such request. After identity verification, we will respond to such request in a prompt manner. For details of the procedures, please visit <https://www.procom-i.co.jp/privacy.html>.
- If you have any inquiries regarding our handling of personal information, please contact us by e-mail at the e-mail address below.

[Contact for our Policy for the Protection of Personal Information]

E-mail address: privacy@procom-i.co.jp

Procom International Co. Ltd.

Chief Privacy Officer

President: Kazuhiro Ishida