

About the Handling of Personal Information Concerning Trainees

Date: _____

Personal information relating to trainees acquired by the Association for Overseas Technical Scholarship (AOTS) from documentation relating to the use of the AOTS training program in Japan system will be handled as follows.

1. Manager in charge of personal information and their contact details (a) (b)

Manager: Director, General Affairs Division, the Association for Overseas Technical Scholarship
Contact Details: General Affairs Group Tel : 03-3888-8211 E-mail : kojinjoho@aots.or.jp

2. Purpose of the use of personal information (c)

The personal information provided to us will be used for the following purposes and handled in the following ways:

Documentation provided	Purpose of use	Provided to third parties?
①-1 AOTS Training Application Form (except Religious affiliation)	Screening of trainees' qualifications	Yes
	Creation of the letter of invitation	Yes
	Creation of a list of course participants	Yes
①-2 AOTS Training Application Form (Religious affiliation)	Consideration for life in Japan	No
② Enquiry into Training Contract (For Japanese Joint-Venture Companies and Companies exclusively funded by Japanese enterprises)	Screening of trainees' qualifications	Yes
③ Photocopy of identification documents	Checking trainees' names and dates of birth, etc.	No
④ Medical Check Sheet	Enrollment in and payment of travel accident insurance Management of trainees' health after arrival in Japan	Yes
⑤ Consent Form	Enrollment in and payment of travel accident insurance	Yes
⑥ Pre-training Report	Understanding the current situation of trainees	Yes

3. Concerning the provision of information to third parties (d)

The personal information provided to us will be provided to third parties in the following ways. When providing the information, AOTS and the parties to which the information is provided will manage it in such a way as to ensure that it is appropriately handled.

Item	Purpose of providing the information	Method	Parties to which it will be provided
① Name, age, nationality, affiliation, academic history, employment history	Screening of trainees' qualifications	Paper	Screening committee, Ministry of Economy, Trade and Industry
	Creation of the letter of invitation	Paper	Embassies of relevant countries
	List of course participants	Paper, Electronic data	Trainees, instructors, interpreters, places visited, accommodation facilities, travel agency, host companies, embassies, airport transportation service companies
② Name	Screening of trainees' qualifications	Paper	Screening committee
④ Name, age, health information	Screening of trainees' qualifications, enrollment in and payment of travel insurance, management of trainees' health after arrival in Japan	Paper	Insurance company, medical institutions
⑤ Name	Enrollment in and payment of travel accident insurance	Paper	Insurance company
⑥ Name, age, nationality, affiliation	Understanding the current situation of trainees	Paper, Electronic data	Instructors, trainees, interpreters, places visited, translation companies

4. Outsourcing (e)

As a general rule, the outsourcing of the handling of personal information provided to us will not take place.

5. Disclosure, amendment, cessation of use, deletion, etc. (f)

We will respond to requests for the disclosure, amendment, cessation of use and deletion of personal information provided to us. In this situation, please submit requests to the following office:

Personal information consultation office: Tel : 03-3888-8211 E-mail : kojinjoho@aots.or.jp

6. Items to be completed by trainees (g)

The provision of information to us is voluntary. However, if you do not provide this information, your participation in the course will not be permitted.

Do you agree with the terms of our handling of personal information concerning trainees as outlined above?

Please tick the relevant box and sign below.

Date: ____ / ____ / ____

Name _____

I agree

I do not agree

Signature _____

* If you do not consent to the terms outlined above, the application documents that AOTS has received will be destroyed.

様式 2-3420-03 個人情報の取り扱いについて

AOTS INTERNAL USE ONLY (外秘)	開示範囲 : AOTS 内	保管期間 : 発送後 2 年間	取り扱い : 文書・記録管理要領 (PMS2-3500) による
			保管 : 個人情報取扱責任者 (原本)