About the Handling of Personal Information Concerning Trainees

Personal information of trainees which is obtained by The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) through a series of documents related to trainees' use of AOTS training programs in Japan shall be handled as follows.

1. Manager for personal information and the point of contact

General Manager, General Affairs & Planning Department, General Affairs Group
The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS)
TEL: +81-3-3888-8211 E-mail: kojinjoho-cj@aots.jp

2. Purpose of use of personal information

The personal information provided will be used within the scope of purposes of use indicated below.

Documents for submission	Purposes of use	Provision to a third party
Before arrival to Japan		
(i)-1 Enquiry into Trainee's Personal Record and Training Contract (except religious affiliation)	Screening of trainees qualification; preparation of invitation documents; preparation of a name list for the courses of participation	Yes
(i)-2 Enquiry into Trainee's Personal Record and Training Contract (religious affiliation)	Consideration for life in Japan	No
(ii) MEDICAL CERTIFICATE	Purchase and payment of the traveler's insurance; health management after arrival to Japan	Yes
(iii) Copy of Resident ID Card (in case of China)	Confirmation of the trainee's name, date of birth, et	No
(iv) Consent Form (for traveler's insurance)	Purchase and payment of the traveler's insurance	Yes
(v) Pre-Training Report	Understanding the current conditions of trainees	Yes
After arrival to Japan		
(i) Registration Card	Delivery of various notices on AOTS and of questionnaires after returning home. Notification of activities from an alumni society in each country	Yes
(ii) Questionnaire on Restriction on Meals	Meal arrangement while the course is in session	No
(iii) Questionnaire on Flights to and from Japan	Settling up of travel and accommodation expenses; arrangement for limousine buses	Yes
(iv) Evaluation Sheet	Improvement on future training courses at AOTS	Yes
(v) Mid-Training Report	Confirmation on the effects of training	Yes
(vi) Mid-Training Test	Confirmation on the effects of training	Yes
(vii) Photographs for record during training	Records on training	Yes
(viii) Copy of Passport	Confirmation on VISA qualification and the valid term of VISA	Yes

3. Provision to a third party

The personal information which you have provided may be provided to a third party ("Third Party") for the following purposes using the methods indicated below. Upon such provision, the handling of personal information will be supervised to ensure that the personal information is handled appropriately by AOTS and the Third Party.

Items		Purposes of Provision	Methods	Third Party
Before arrival to Japan	Name/date ofbirth/nationality/ affiliation/academic background/ career/head-and-shoulders photo/sex/health information	Screening of qualification of trainees; preparation of invitation documents; preparation of a name list for trainees; purchase and payment of the traveler's insurance; health management after arrival to Japan; understanding the current conditions of trainees	・Paper ・Data	Collaborating partners in the training; contract companies; medical institutions; government-affiliated agencies
After arrival to Japan	Name/sex/address/place of employment/nationality/photo image	Delivery of various notices on AOTS and of questionnaires after returning home; notification of activities from an alumni society in each country; confirmation on the effects of training; implementation report; residence card	・Paper ・Data	Trainees; collaborating partners in the training; contract companies, medical institutions; government-affiliated agencies

4. Outsourcing

In principle, handling of the personal information provided will not be outsourced.

5. Disclosure, correction, cessation of use, deletion, etc.

We will respond to requests for disclosure, correction, cessation of use, deletion of personal information provided to us. In this situation, please submit requests to the following office:
Consultation Office for Personal Information TEL: +81-3-3888-8211 E-mail: kojinjoho-cj@aots.jp

6. Completion of forms

Provision of personal information is voluntary. However, without consent, it is impossible to participate in certain courses, receive the allowances of staying in Japan, or receive certain services after returning home.