

## About the Handling of Personal Information Concerning Applicants

Personal information of applicants which is obtained by The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) through a series of documents related to applicants' 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](mailto: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 |
|--|--|----------------------------|
| <b>Before arrival to Japan</b>                             |  |                            |
| (i) Applicant's Personal History and Record                | Preparation of a name list for the courses of participation; consideration for life in Japan   | Yes                        |
| (ii) Enquiry into experience of Japanese language learning | To select and order teaching materials meeting learners' ability and to form adequate curricula  | Yes                        |
| (iii) Medical Check Sheet                                  | Preparation of a Accommodation certificate; health management after arrival to Japan   | Yes                        |
| (iv) Copy of identification document (Passport, etc.)      | Confirmation of the applicant's name, date of birth, etc   | No                         |
| (v) Pre-Training Report (if necessary)                     | Understanding the current conditions of applicants   | Yes                        |
| <b>After arrival to Japan</b>                              |  |                            |
| (i) Registration Card                                      | Delivery of various notices on AOTS and of questionnaires after completing training program. 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 accommodation expenses  | Yes                        |
| (iv) Evaluation Sheet                                      | Improvement on future training courses at AOTS   | Yes                        |
| (v) Mid-Training Report (if necessary)                     | Confirmation on the effects of training  | Yes                        |
| (vi) Mid-Training Test (if necessary)                      | Confirmation on the effects of training  | Yes                        |
| (vii) Photographs for record during training               | Records on training  | Yes                        |
| (viii) Copy of Passport or Residence Card                  | 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<br>Name/date of birth/<br>nationality/affiliation/<br>academic background/<br>career/head-and-shoulders<br>photo/sex/health information | Preparation of a name list for participants; health management after arrival to Japan; understanding the current conditions of applicants   | <input type="checkbox"/> Paper<br><input type="checkbox"/> Data | Collaborating partners in the training; contract companies; medical institutions; government-affiliated agencies      |
| After arrival to Japan<br>Name/sex/address/place of<br>employment/nationality/photo<br>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 | <input type="checkbox"/> Paper<br><input type="checkbox"/> Data | Participants; collaborating partners in the training; contract companies; medical institutions; government-affiliated |

### 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](mailto: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 or receive certain services after completing your training period.

Regarding the above "Handling of Personal Information Concerning Applicants" ☐ I agree. ☐ I do not agree.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ / /  
day month year