

## Kyoto Institute of Philosophy Privacy Policy

The Kyoto Institute of Philosophy (hereinafter referred to as "the Institute") complies with the "Act on the Protection of Personal data" (hereinafter referred to as the "APPI"), as well as related government ordinances, ministerial ordinances, and guidelines regarding the handling of personal data (including Specific Personal data (as defined by applicable law)). The Institute has established the following Privacy Policy (hereinafter referred to as "this Policy") and strives to appropriately protect and utilize personal data.

### 1. Basic Policy

Recognizing the importance of personal data, the Institute complies with the APPI, the Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures, and other related laws and regulations to ensure thorough protection data of such information. Furthermore, the Institute strives to handle user personal appropriately and to maintain public trust.

### 2. Scope of Application

This Policy applies to the websites operated by the Institute and all services and activities provided by the Institute (hereinafter referred to as "the Services"). However, if individual privacy policies or terms of use are established for specific services, such individual provisions shall prevail.

### 3. Information Collected and Methods of Collection

The Institute collects the following information through lawful and fair means.

#### (1) Information collected directly from users

When users register for the Services, apply for events, or make inquiries, the Institute may collect the following information:

- Name, date of birth, gender
- Address, telephone number, email address
- Affiliation, job title, field of research
- Credit card information, bank account information
- Other information that the user has agreed to provide to the Institute

#### (2) Cookies

The Institute collects cookies when users access the Institute's website. Cookies are small text files about a user's visit to this site on the user's computer (or internet-enabled devices such as smartphones or tablets). They are used to make browsing this site more

convenient when the user visits again. Users may refuse to accept cookies by changing their browser settings; however, doing so will not hinder the viewing of this site. Please contact the software manufacturer for instructions on how to configure your browser settings.

#### **4. Purpose of Use**

The Institute uses the collected personal data for the following purposes:

- **To provide and operate the Services** (Operation of events and conferences, member management, various procedures, etc.)
- **For information provision and guidance** (Annual reports and other publications, announcements of upcoming events, etc.)
- **To respond to inquiries** (Identity verification, responding to questions, etc.)
- **For research activities and service improvement** (Conducting surveys, analyzing usage statistics, improving the website, etc.)
- **For shipping books and goods** (Sending publications, billing operations, etc.)
- **For general corporate operations** (Transactions based on contractual relationships such as purchasing goods, outsourcing/subcontracting work, financial transactions, etc.)
- **To notify important information** (Notices regarding changes to terms of use, etc.)
- **To improve the operation of this site by analyzing browsing information**

#### **5. Legal Basis for Use**

In the European Economic Area (EEA), the Institute cannot process personal data unless there is a legal basis. The Institute relies on the following as the basis for handling personal data:

- To fulfill contractual obligations with the user
- To ensure legitimate interests, such as understanding the usage status of the Services by users and improving the Services

#### **6. Retention Period**

For the purpose of fulfilling contractual obligations, the Institute retains the user's personal data while providing the Services to the user, and will retain it for 10 years after the provision of the Services to the user has ended. In addition, information related to the user's computer and information obtained using cookies, etc., will be used and retained for a maximum of 2 years after acquisition.

#### **7. User Rights**

Under applicable laws, users may be granted certain rights regarding their personal data, including the following:

- **Right of Access:** The right to request access to information regarding the user's personal data, such as the categories of personal data, purposes of use, or other information defined by applicable laws.
- **Right to Rectification:** The right to correct inaccurate personal data.
- **Right to Erasure:** The right to request the deletion of the user's personal data collected by the Institute.
- **Right to Restriction of Processing**
- **Right to Object to Processing:** The right to object to certain processing of the user's personal data, such as profiling or other processing based on applicable laws, depending on the situation.
- **Right to Data Portability:** The right to receive personal data in a structured, commonly used, and machine-readable format and to transmit it to a third party.

## **8. Voluntary Nature of Providing Information**

The provision of personal data to the Institute by the user is, in principle, based on the user's volition. However, if such information is not provided, the user may not be able to use some parts of the Services.

## **9. Management of Personal data**

The Institute takes necessary and appropriate security control measures to prevent the leakage, loss, or damage of personal data. For specific details regarding security control measures, please contact the contact point listed in "14. Contact Information."

## **10. Provision to Third Parties**

In principle, the Institute does not provide personal data to third parties without obtaining the user's prior consent, except in the following cases:

1. When required by law.
2. When it is necessary for the protection of human life, body, or property, and it is difficult to obtain the consent of the individual.
3. When it is particularly necessary for improving public health or promoting the sound growth of children, and it is difficult to obtain the consent of the individual.
4. When it is necessary to cooperate with a national agency, a local government, or an individual or entity entrusted by them in executing affairs prescribed by law, and obtaining the consent of the individual is likely to impede the execution of such

affairs.

5. When outsourcing all or part of the handling of personal data within the scope necessary to achieve the purpose of use.

## 11. Provision to Third Parties in Foreign Countries

The Institute may provide personal data to third parties located in foreign countries (countries or regions outside of Japan) for international academic exchange, joint research, etc.

**(1) Provision to third parties in the European Economic Area (EEA) and the United Kingdom** These countries/regions have been designated by the Personal data Protection Commission of Japan as having a personal data protection system equivalent to that of Japan. Therefore, the provision is made through the same procedures as those for provision to third parties within Japan.

**(2) Provision to third parties in foreign countries other than the above (such as the United States)** Provision is made only if one of the following applies:

1. **When the individual's consent is obtained** The Institute will provide information such as the "name of the country," "the personal data protection system of that country," and "measures taken by the recipient" in advance and obtain the user's consent before provision.
2. **When a system conforming to standards is established** The Institute provides information when the third party recipient is obligated by contract or other means to take measures equivalent to those under Japan's APPI, and a system is in place to allow for appropriate supervision.

※ For information on personal data protection systems in foreign countries, please refer to the "Survey on Systems regarding the Protection of Personal data in Foreign Countries" published by the Personal data Protection Commission.

<https://www.ppc.go.jp/personalinfo/legal/kaiseihogohou/#gaikoku>

## 12. Joint Use

The Institute may jointly use the user's personal data as follows:

- **Items of personal data to be jointly used** Name, address, telephone number, email address, affiliation information, event participation history
- **Scope of joint users** Partner universities conducting joint research, co-hosting organizations, etc.
- **Purpose of use** Operation of jointly held events, sharing and presentation of research results, etc.

- **Person responsible for management** Yasuo Deguchi, Co-chairpersons, Kyoto Institute of Philosophy

### **13. Disclosure, Correction, Suspension of Use, etc.**

If the Institute receives a request from a user for disclosure, correction, addition, deletion, suspension of use, erasure, or suspension of provision to a third party (hereinafter referred to as "Disclosure, etc.") regarding personal data held by the Institute, the Institute will respond without delay in accordance with the provisions of the law after verifying the identity of the person. For details on the procedures for Disclosure, etc., please contact the inquiry window listed in "14. Contact Information."

### **14. Contact Information**

For questions regarding this Policy or complaints/consultations regarding the handling of personal data, please contact the following window.

#### **Kyoto Institute of Philosophy Personal data Inquiry Window**

- **Name:** General Incorporated Association Kyoto Institute of Philosophy
- **Representative:** Yasuo Deguchi, Co-chairpersons
- **Department:** Secretariat of the Kyoto Institute of Philosophy
- **Email Address:** [contact@k-philo.org](mailto:contact@k-philo.org)

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