

The Japanese Committee for International Olympiad in Informatics

Basic Policy on Proper Handling of Personal Information, Etc.

Established on August 26, 2018

The Japanese Committee for International Olympiad in Informatics (“JCIOI”) recognizes the importance of personal information, and with regard to protection of personal information as a social responsibility, hereby establishes its policy on protection of personal information in order to comply with the laws and regulations regarding protection of rights of persons who are the subjects of information, and will familiarize all staff with such policy, and take measures as appropriate.

1. Compliance with Applicable Laws and Regulations, Guidelines, etc.

JCIOI shall comply with the Act on the Protection of Personal Information (the “Act”), Cabinet Order to Enforce the Act on the Protection of Personal Information, Enforcement Rules for the Act on the Protection of Personal Information, Guidelines with respect to the Act on the Protection of Personal Information to be created by the Personal Information Protection Commission and any other applicable laws and regulations.

2. Security Management Action

JCIOI shall take necessary and appropriate security management action for the management of personal information including preventing leakage, loss or damage of personal information. In addition, JCIOI shall, where it has staff handle personal information, exercise necessary and appropriate supervision over such staff so as to ensure that measures are in place for security management of such personal information.

3. Purposes of Use of Acquired Personal Information

JCIOI will use acquired personal information for the following purposes:

(1) Member information

Personal information submitted at the time of joining the Committee will be collected and used for the following purposes:

- communication from the Committee to committee members
- ascertaining the situation of the committee members

(2) Examination information

The personal information of competitors in the Olympiad in Informatics will be collected and used for the following purposes:

- identification of competitors participating in preliminaries, finals, training camps, correspondence education, etc.

- notice of competition results
- statistical processing of competition results
- statistical processing of competitors
- publication of high achievers (only their names, school names and grades)
- notice of various events such as seminars
- requests for cooperation with questionnaire research

(3) Seminar participation information

The personal information of participants in seminars, etc. held by the Committee will be collected and used for the following purposes:

- statistical processing of participants
- notice of various events such as upcoming seminars
- requests for cooperation with questionnaire research

(4) Documents request information

The information of persons who enquired with or requested documents from the Committee will be collected and used for the purpose of responding to such enquiries or sending documents, and to deliver the Committee's brochure on a continuous basis. To stop delivery of brochures, please contact the bureau set forth in paragraph 7 below.

(5) Browse information

Personal information of persons who have browsed this website will not be collected or used unless specifically notified to that effect.

(6) Participation information of the 30th International Olympiad in Informatics Japan

The personal information of competitors participating in the 30th International Olympiad in Informatics Japan will be collected and used for the following purposes:

- identification of competitors participating in the competition
- provision of accommodation and transportation to competitors participating in the competition
- statistical processing of competitors participating in the competition
- provision of personal information to a third party due to the outsourcing of business in order to achieve the purposes set forth above

4. Provision of Personal Information to Third Parties

Any personal information acquired will not be provided to any third party, except in the case that information is provided due to an outsourcing of business as set forth above, or where permitted by the Act, or in the case that the person to whom such information relates gives consent to do so.

5. Acquisition, Storage, Use, Provision and Disposal of Personal Information, Etc.

JCIOI shall draw up handling rules, etc. that stipulate the specific practices for handling personal information, etc. and shall acquire, store, use, provide and dispose of personal information, etc. appropriately in accordance with such rules.

6. Continuous Improvement of Internal Policies

JCIOI shall continuously improve its internal policies, etc. to achieve effective use of personal information.

7. Enquiry and Complaint Desk

For questions or complaints with respect to JCIOI's proper handling of personal information, etc. please direct enquiries to the phone number or email address below. If you wish for the disclosure, notice of the purpose of use, correction, addition, deletion, discontinuance of use, erasure or discontinuance of provision to a third party of any personal information, please also use the phone number or email address below.

Person in Charge: Bureau of The Japanese Committee for International Olympiad in Informatics (JCIOI)

Tel: 03-5272-9794

Email: info@ioi-jp.org

Katsuhiko Kakehi, President

The Japanese Committee for International Olympiad in Informatics