Privacy Policy for Speakers or Presenters of an Event, Conference, Meeting, Seminar and/or Lectures (online or on site) held and organized by EU Centre of Kyushu University

This Privacy Policy describes how and why National University Corporation Kyushu University (hereinafter referred to as "KU" or "we") through its EU Centre collects, uses fairly and stores safely your personal data and your rights in relation to the personal data KU holds. If you have any questions, concerns or would like more information about our privacy policy, please contact at *joho-kokai@jimu.kyushu-u.ac.jp*. The most current version of this Privacy Policy will be available on EU Centre website.

1. The personal data we collect

The personal data KU collects from you is as following:

・Personal contact details: your name, home address, email address, and phone number;

・Personal details: date of birth, gender, nationality/citizenship, and photograph;

・ Identity personal data: passport number, date of issue, expiry date, place of birth, marital status and a copy of your passport;

・Education and work experience data (CV): including qualification academic achievement, reference and academic history; work organization name, position and achievement where required;

・ Bank account details;

・ Information relating to health, disability and medical condition, where appropriate;

・ Contact information of person recommending you;

・ Insurance information: including your travel insurance details your medical and hospitalization details if required;

・ Profile data including your enquiries, specific requests, preferences, feedback, and survey responses that you provide to EU Centre;

・ Contact details about your family as part of the participation process, and next of kin or guardian in the event of emergency; and

・ Other data or information about you which have been generated during your time at KU (participation an event), and data on how you access or use KU's resources (library, websites, virtual, learning environments).

2. How KU collect your personal data

The personal data we will collect is directly from you or when you:

・ submit the application documents by e-mail, post or hand in;

・ request or enquire any KU information to be sent to you;

・ complete the online application forms;

・ access any web account on KU's platforms;

・register for an event-conference, seminar, workshops or visit KU campus;

・participate in an event-conference, seminar, workshops or other program held

   or planed by KU;

・provide your personal data online; or

・provide your personal to the other parties such as consultants or official

   organizational representatives.

3. How KU use your personal data

We process your personal data for the lawful base which is a contractual obligation or steps on your part to enter into a contract with KU-based on your request to participate or on your acceptance our invitation to participate in an event, seminar, conference and other program organized by KU. For fulfilling this respect, we use your personal data for the following:

・to provide our conference service, IT information and other conference

related service to you;

・to deal with any concerns or feedback you may have;

・to provide you further information regarding the event and seminar organized

by KU;

・to administer financial documents, statements and receipts;

・to ensure your and participant safety and security;

・to process your personal data for other purposes for which you provide it to

us; and

・to evaluate and monitor the performance and effectiveness of KU.

We may also process your personal data in relation to compliance with our legal obligations and our missions. For fulfilling this respect, we may use your personal data for the following:

・financial audits;

・compliance with our regulatory and legal obligation; and

・prevention and detection of crime.

If you access certain optional services, we will ask for your consent for data processing.

Information such as health or religion may be considered "sensitive personal data" under the EU General Data Protection Regulation ("GDPR"). These personal data might include information necessary to, to fulfill medical purposes, or to protect your or another person's vital interests. We are only prepared to accept sensitive personal data on the condition that we have your explicit consent.

4. Sharing your personal data with third parties

Your personal data may be shared with the following types of relevant organization:

・Ministry of Education Culture, Sports, Science and Technology;

・Immigration Bureau, Ministry of Justice;

・Japan Society For the Promotion of Science; and/or

・EU related public authorities.

Your personal data may be transfer to insurance companies, as part of our legal obligations, or your personal data may be shared with travel agency which you request related service.

If we want to use your personal data for a reason other than those purposes set out above, or transfer your personal data to any other third parties, you will be notified and asked for consent.

5. How long we keep your personal data

Your personal data we collected either through the application process or directly from you, will only be kept for a period, that is set base on the legal requirements of the national and local authorities in Japan.

6. Your rights

Once your personal data has been collected, you have the right:

・to request an access to your personal data that we hold;

・to rectify or erasure your personal data;

・to restrict or object to processing your personal data;

・to ask for a copy of your personal data in a format that allows easy transfer

("data portability"); and

・to withdraw consent at any time, without affecting the lawfulness processing based on consent before this withdrawal.

7. Cookies* policy:

We will use cookies to collect some personal data when you browse our website.

The personal data collected by cookies will only be used for our services mentioned above.

We also use cookies to deliver our services (including, but not limited to, "Application Form" and "Language Setting", and "Survey") and targeted advertising based on your use of our web site.

Advertising technologies which may set cookies on our site including, but not limited to, Facebook, Twitter, YouTube and others.

We also use Google Analytics and Adobe Analytics and others to collect information on how visitors use our site.

Cookies policy for Google Analytics

https://www.google.com/analytics/terms/us.html

Cookies policy for Adobe Analytics

https://marketing.adobe.com/resources/help/en_US/whitepapers/cookies/cookies_privacy.html

Data about how cookies can be controlled within the various browsers:

Cookies in Internet Explorer

https://support.microsoft.com/en-us/help/17442/windows-internet-explorer-delete-manage-cookiesCookies

Cookies in Safari

https://www.apple.com/legal/privacy/en-ww/cookies/

Cookies in Opera
https://www.opera.com/ja/privacy

Cookies in Google Chrome
https://policies.google.com/technologies/cookies?hl=en

Cookies in Firefox
https://support.mozilla.org/en-US/kb/cookies-information-websites-store-on-your-computer?redirectlocale=en-US&redirectslug=Cookies

Cookies in Zoom
https://zoom.us/cookie-policy

Please refer the website above to each cookies policy to opt out cookies.

*Cookies are small text files including a unique identifier, which are stored to your computer or other device when you visit our website, if your browser allows it.

8. How we protect your personal data

We are improving security measures to protect your personal data, information security policies that must be read and understood by all member of staffs. The personal data is only available to those members of staffs who require access as part of their duties.
We may update this Privacy Policy at any time. The most current version will be available on EU Centre website or it can be notified to you by e-mail.