

Privacy Policy

Okayama Prefectural International Foundation (hereinafter referred to as the “OPIEF”) shall recognize that personal information is an important asset in completing our given duties. In handling such personal information, we shall strive to perform the appropriate management measures based on “Privacy Protection Regulation of Okayama Prefectural International Exchange Foundation”

1. Acquisition of Personal Information

When collecting a client’s personal information, OPIEF shall clarify the purpose for handling the personal information, under the client’s consent before processing the information necessary for providing services.

2. Use of Personal Information and Application

OPIEF shall not use or provide personal information to any third party without the consent of the individual to whom the information belongs to, unless permissible by law. The provision and use of this information should be within the scope of the intended purpose of use, as stated below.

1. To provide administrative information, room reservation services, inquiries, regarding room rates, availability and facility guidelines that promote the use of facilities at Okayama International Center.
2. To conduct surveys on improving our service.
3. To make notifications for event information.
4. To confirm registration for volunteer opportunities and human resource planning.
5. To mail our quarterly Membership Magazine.
6. Other related business relevant to OPIEF.

3. Management of Personal Information

The personal information that OPIEF shall handle may include: the client’s name, mailing and/or home address, phone number (include mobile phone), email address, age, gender, business information (name, address, telephone number), qualifications and licenses, or other forms of identification (information that identifies the client personally, such as national identification number).

4. Security Management Measures

In order to prevent from unauthorized access to personal data, falsification, loss or destruction, leakage, etc. of personal information, OPIEF shall implements appropriate technical safety management measures as necessary.

5. Protection of Personal Information by Officers

The OPIEF shall assign a manager to oversee the protection and management of personal information appropriately.

6. Disclosure and Correction of Information

When a client makes a request for the deletion, changes in the restriction of subjects, correction, and disclosure of personal information, OPIEF shall make efforts to make requested changes as soon as reasonably possibly.

Please contact the following support line below for further assistance.

7. Complaints

OPIEF is committed to resolving any complaints about the collection or handling of our clients' personal information. Please call the following support line for further assistance.

Establishment Date: April 1, 2006

Last Reviewed Date: April 1, 2012

Head Director, Okayama Prefectural International Exchange Foundation

Contact information

Contact	Okayama Prefectural International Exchange Foundation General Affairs Division
Address	Zip 700-0026 Kita-ku, Okayama city 2-2-1, Hokancho.
TEL	086-256-2000
FAX	086-256-2226
Reception Hour	9:00-17:30