

Our handling of personal information

Personal information protection policy

The Foundation for the Advancement of Life & Insurance Around the world (FALIA) has established our own personal information protection policy as described below and set in place mechanisms for protecting personal information. We promote the protection of personal information by ensuring that all of our employees are fully aware of the importance of protecting personal information and take thorough efforts to achieve this.

Management of personal information

FALIA takes a number of measures, including maintaining a security system, establishing a management structure, and thoroughly educating our employees, while also instituting safety measures and undertaking rigorous management of personal information. This is done in order to ensure that we retain personal information that is accurate and up-to-date, and to prevent unauthorized access to, or the loss, destruction, damage, falsification, or leakage of, personal information.

Use of individual information

FALIA collects and uses the individual information for the following purposes.

I . Seminar

[Applicant - Once application form is received]

1. Name, e-mail address, and phone number - To contact the applicant to confirm the application contents as necessary.
2. Name, e-mail address, and phone number - To respond to inquiries from the applicant.
3. Name, nationality, position, and name of institution - To check the eligibility and identification of the applicant.
4. Name, nationality, position, name of institution, e-mail address, and phone number - To send the results of screening to the applicant and its approver.
5. Name, nationality, position, name of institution, work experience, age, and the approver's information (name, position, and e-mail address) - To use in the screening process.

[Participant - Once participant is selected]

1. Name, nationality, birthdate, flight information, and etc. - To arrange accommodations and support at the arrival airport for the participant to attend the seminar, and to have them insured during his/her stay.
2. Name, nationality, position, and name of institution – To share with other participants for the preparation of travel to Japan and operations of group discussion & tour in Japan.
3. Name and nationality - To prepare the event venue for the lectures and welcome & farewell parties, and for the entry procedures.
4. Name, nationality, work experience, and age – To operate the seminar and cultural exchange program in cooperation with the lecturers and the hosts of the program.
5. Name, nationality, and phone number - For any emergency contacts to the participant during their stay in Japan.
6. Name, name of institution, and e-mail address – To operate the alumni gathering in cooperation with the grand master of alumni and/or the responsible institution.
7. Name, nationality, position, name of institution, and photo - To post on the FALIA website and use for publicity.
8. For other purposes related or incidental to the purposes stated above.

II. Essay Competition

[Applicant - Once application form is received]

1. Name, e-mail address, and phone number - To contact the applicant to confirm the application contents as necessary, and to send notifications and questionnaires to the applicant.
2. Name, e-mail address, and phone number - To respond to inquiries from the applicant.
3. Name, nationality, resident status, name of their school - To check the eligibility and identification of the applicant.
4. Name, address, e-mail address, phone number - To send the entry privileges to the applicant.
5. Name, nationality, native language, department at their school, major, school year, name of professor/ advisor for essay writing - To use in the judging process.

[Prize Winner - Once prize winner is selected]

1. Resident status, certificate of student status - To confirm the eligibility of the prize winner.
2. Name, birthdate, and etc. - To arrange accommodations and flights for the prize winner to attend the awards ceremony, and to have them insured during his/her stay.
3. Name, nationality, name of their school, department at their school, major, school year - To prepare the event venue for the awards ceremony and for the entry procedures.
4. Name, name of their school, phone number, flight information, hotel information - For any emergency contacts to the prize winner on the day of the awards ceremony.
5. Recording of essay presentation – For the awards ceremony.
6. Name, nationality, name of their school, photo, video footage of presentation, video footage of the awards ceremony - To post on the FALIA website and use for publicity.
7. Name, address, bank account information - To transfer the cash prize and the transportation expenses for the awards ceremony, and etc.
8. For other purposes related or incidental to the purposes stated above.

Prohibition against disclosing or providing personal information to third parties

FALIA properly manages the personal information entrusted to us by participants/applicants (prize winners), and does not disclose it to any third parties except for in the following cases.

- When the participant/applicants (prize winners) has provided their consent
- When FALIA discloses it to a service provider to which we have subcontracted work in order to provide the participant/applicants (prize winners) with a service they have requested
- When it must be disclosed pursuant to laws or ordinances
- When it is necessary to do so to safeguard human life, health, or property and it is difficult to obtain the consent of the individual in question

Creation and storage of records when information is provided to third parties

When FALIA does provide personal information entrusted to us by participants/applicants (prize winners) to third parties based on the consent of the individual in question, we create and store records on this according to law.

Safety measures for personal information

FALIA takes security measures to ensure the accuracy and safety of personal information.

Management of personal information at subcontractors

When we outsource the handling of personal information to outside subcontractors, we undertake supervision that is necessary and appropriate to ensure the proper and safe management of this information.

Disclosure, correction, discontinuation of use, and other requests concerning personal information

When we receive a request from a participant/applicant (prize winners) to disclose, correct, or discontinue using their own personal information, we properly comply according to law after first confirming the identity of the person in question. For disclosure requests and the like, please note in advance that we ask that the participant submit documents verifying their identity (copy of passport, etc.) so that we may verify that they are the individual in question.

Compliance with laws, ordinances, and norms and revisions to this policy

FALIA complies with applicable Japanese laws and ordinances and other norms concerning the personal information in our care. We also revise the contents of this policy where appropriate in an effort to further improve upon it.

Inquiries

Please contact us at the contact point listed below with any inquiries related to matters like FALIA's disclosure of personal information, as well as any complaints or consultations regarding this.

Masayuki Tanaka, Managing Director

The Foundation for the Advancement of Life & Insurance Around the world (FALIA)

[Public Interest Incorporated Foundation]

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