

## Basic Personal Information Policy

1. The Weed Science Society of Japan (hereinafter, "the Society") hereby enacts the following Basic Personal Information Policy and will endeavor to appropriately protect personal information.

2. The Society will handle all personal information in the course of business, whether it be the personal information of Society members or non-members, in compliance with the Act on the Protection of Personal Information, national guidelines and other norms.

3. The Society will collect personal information within the scope necessary to achieve its purpose stated in Article 3 of its Articles of Incorporation.

4. In principle, the Society shall specify the purpose of use of personal information and collect the information based on the free will of the person who is identified by that personal information (hereinafter, "the Individual"). In principle, use of personal information shall be limited to a specified number of Society personnel and the Society will delete personal information that it no longer needs to use without delay.

5. The Society will use personal information for the following purposes:

- member information management;
- membership fee billing;
- editing and issuance of the Journal;
- shipping of the Journal and granting access rights to the Journal;
- meeting, symposium and research society management;
- appointment of officers and delegate;
- communication pertaining to matters relating to the Society;
- collection of opinions pertaining to matters to be addressed by the Society; and
- any other operations necessary to achieve the purpose stated in Article 3 of its Articles of Incorporation

6. The Society will ensure that the personal information in its possession is accurate and up-to-date and shall strive to appropriately manage personal information to ensure that it is not leaked externally, destroyed, tampered with or lost. Where the Society entrusts operations to other individuals or groups, it shall take measures such as entering into contracts to ensure that its contractors appropriately manage personal information similarly to the Society.

7. The Society will never disclose or provide personal information to any third party except under the following circumstances

- disclosure based on laws and ordinances;
- when it has obtained the consent of the Individual in advance;
- when disclosure is necessary to protect the life, body, or property of an individual and it is difficult to obtain the consent of the Individual; or
- when it will entrust the handling of personal data in whole or in part within the scope necessary to achieve business purposes (for example, notifying the company it has entrusted to invoice membership fees and ship the Journal, etc. of an Individual's name and address)

8. The Society will confirm and record the name of the information provider and the acquisition history, etc. and retain that information for a fixed period when receiving personal data from a third party. The Society will also record the name, etc. of the recipient and retain that information for a fixed period when providing personal data to a third party.

9. Where the Individual has requested the disclosure, correction or suspension of use, etc. of their personal information, the Society will comply without delay after verifying the identity of the Individual.

10. Where the Society has received complaints or enquiries concerning the handling of personal information, it will promptly investigate the content, etc. and respond in good faith within a reasonable period.

11. The Society may revise the Policy without notice as necessary in order to comply with laws and ordinances, national guidelines and other norms relating to the handling of personal information. The latest personal information protection policy will always be applied, even to personal information collected prior to the revision. Revisions to the Policy will be posted on the Society website.

(Supplementary Provisions)

This Policy will enter into force from April 19, 2019

Please direct any enquiries about the handling of personal information to the Weed Science

Society of Japan secretariat via the following enquiry form

<https://ssl.wssj.jp/FormMail/contacten/form.cgi>