

## **FAIR PROCESSING NOTICE FOR SEMINAR AND OTHER EVENT PARTICIPANTS**

Date Published: [25 May 2018]

### **1. INTRODUCTION**

The purpose of this fair processing notice ("Notice") is to inform you of how Council of Local Authorities for International Relations (CLAIR Tokyo Headquarters) and Japan Local Government Centre (Council of Local Authorities for International Relations (CLAIR), London branch) ("we", "us" and "our") will process your personal data as a data controller and the measures and processes we have put in place to ensure its adequate protection. Providing such information is one of the requirements of the General Data Protection Regulation 2016/679 ("GDPR").

This notice does not form any contractual relationship between you and us, and we may amend it from time to time.

### **2. LAWFUL PROCESSING**

We will only process your personal data:

- (a) where you have given your consent (you may withdraw your consent at any time, by making a request using the contact details set out below);
- (b) where the processing is necessary to provide our services to you;
- (c) where the processing is necessary to respond to a request from you;
- (d) where the processing is necessary to maintain our relationship with you;
- (e) where the processing is necessary for compliance with our legal and regulatory obligations

### **3. WHAT PERSONAL DATA WE COLLECT ABOUT YOU**

3.1 We process the following types of personal data about you:

- (a) Your name, email address and other contact details, employer and job title;
- (b) Details of your preferences for types of seminars, events or materials;
- (c) Details of your access to our systems and websites; and
- (d) Your messages, feedback or contributions to surveys and questionnaires.

If you wish to participate our Local Government Exchange and Cooperation Tour , we also process the following types of personal data about you ("Confidential Personal Data"):

- (a) Date of birth, nationality, professional backgrounds, language skills;
- (b) Blood type, allergy, dietary requirements, smoking habits, medical condition, and medication

3.2 It may be mandatory for you to provide us with your personal data to enable us to invite you to our seminars and events, to maintain our relationship with you, or to comply with our legal and regulatory obligations. If you fail to provide your personal data, we might be unable to invite you to our seminars and events or to maintain our relationship with you.

- 3.3 We make every effort to maintain the accuracy and completeness of your personal data which we store and to ensure all of your personal data is up to date. However, you can assist us with this considerably by promptly contacting us if there are any changes to your personal data or if you become aware that we have inaccurate personal data relating to you. We will not be responsible for any losses arising from any inaccurate, inauthentic, deficient or incomplete personal data that you provide to us.

## **2. HOW WE COLLECT PERSONAL DATA**

We usually collect your personal data from the information you submit during the course of your relationship with us. This will typically be through the forms and documents used when you sign up to our news lists or our seminars and events.

We may also collect your personal data from other sources such as Japanese Embassies and Consulates.

## **3. HOW WE USE PERSONAL DATA**

We will process your personal data for the following purposes:

- (a) to invite you with our seminars and events;
- (b) to respond to your messages or posts to us;
- (c) to provide you with information about our seminars and events and other materials that we think you may be interested;
- (d) to manage, develop and improve our services, information technology systems and websites;
- (e) for research and marketing purposes;
- (f) for monitoring and assessing compliance with law and our policies and standards;
- (g) to comply with our legal and regulatory obligations and requests anywhere in the world, including reporting to and/or being audited by national and international regulatory bodies;
- (h) for fraud and crime prevention and detection purposes;
- (i) for administrative purposes in relation to the security of and access to our systems, premises, platforms and websites and applications;
- (j) to comply with court orders and exercise and/or defend our legal rights;
- (k) for any other legitimate business purpose; and
- (l) as otherwise permitted or required by any applicable law or regulation.

## **4. INTERNATIONAL TRANSFERS OF PERSONAL DATA**

Your personal data may be processed in and transferred to Japan which is outside the European Economic Area ("EEA"). The EU Commission has not confirmed that Japanese law offers the same level of protection of personal data as are enjoyed within the EEA. We will ensure that any international transfers outside of the EEA are made subject to appropriate or suitable safeguards as required by the General Data Protection Regulation 2016/679. You can obtain copies of the relevant safeguard documents by making a request using the contact details set out below.

## **5. WHEN WE MAY DISCLOSE YOUR PERSONAL DATA**

We do not and will not sell, rent out or trade your personal data. We will only disclose your personal data (except Confidential Personal Data) to the following recipients:

- (a) to other offices of CLAIR;
- (b) to the Japanese local authorities that host or co-host the seminar or event you apply for or participate;
- (c) to third parties who process your personal data on our behalf (such as our systems providers including cloud providers);
- (d) to any government, regulatory agency, enforcement or exchange body or court where we are required to do so by applicable law or regulation or at their request.

We will only disclose your Confidential Personal Data to the following recipients:

- (a) to Tokyo headquarters of CLAIR
- (b) to the Japanese local authorities that host or co-host the seminar or event you apply for or participate;
- (c) to third parties who process your personal data on our behalf (such as our systems providers including cloud providers);
- (d) to any government, regulatory agency, enforcement or exchange body or court where we are required to do so by applicable law or regulation or at their request.

## **6. HOW WE PROTECT YOUR PERSONAL DATA**

We are committed to safeguarding and protecting your personal data and will implement and maintain appropriate technical and organisational measures to ensure a level of security appropriate to protect your personal data from accidental or unauthorised destruction, loss, alteration, disclosure or access.

## **7. YOUR RIGHTS IN RELATION TO THE PERSONAL DATA WE COLLECT**

7.1 If you wish to:

- (a) update, modify, or delete your personal data, or obtain a copy of your personal data that we hold; or
- (b) restrict or stop us from using any of your personal data which we hold,

you can request this by contacting us using the contact details set out below.

7.2 In any of the situations listed above, we may request that you prove your identity by providing us with a copy of a valid means of identification in order for us to comply with our security obligations and to prevent unauthorised disclosure of data.

## **8. HOW LONG WE WILL HOLD YOUR PERSONAL DATA FOR**

We will only retain your personal data as long as necessary to fulfill the purpose for which it was collected or to comply with legal, regulatory or internal policy requirements.

## **9. HOW WE UPDATE OR CHANGE THIS FAIR PROCESSING POLICY**

We may change or update parts of this Policy in order to maintain our compliance with applicable law and regulation or following an update to our internal practices. We will do this by updating this Policy at <https://www.jlhc.org.uk/en/>. You will not necessarily be directly notified of such a change. Therefore, please ensure that you regularly check this Policy so you are fully aware of any changes or updates.

## **10. HOW YOU CAN CONTACT US**

If you have any queries about the contents of this Policy or your personal data, or wish to make a request in relation to your personal data, please contact us using the details set out below:

The contact details of our EU representative are as follows:

Japan Local Government Centre

Email: [mailbox@jlhc.org.uk](mailto:mailbox@jlhc.org.uk)

Post: 15 Whitehall, London SW1A 2DD, UK

## **11. HOW TO LODGE A COMPLAINT TO THE REGULATOR**

You are entitled to lodge a complaint with our data protection regulator if you consider that we have breached your data protection rights. The data protection regulator in the UK is the Information Commissioner's Office, which can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.