

## **Privacy policy for donors based on European Area(EEA)**

The European Economic Area(EEA) includes 27 EU members and Iceland and Norway.

Family House (also referred to as “we” or “us”) understands the importance of the personal data collected from donation applicants and donors(“Donors”) or visitors to our website (“Visitors”) and will make sure to handle such data with the utmost care.

This Privacy Policy governs our privacy practices for processing the personal data we collect from Donors or Visitors in the European Economic Area (“EEA”).

### **1. Types of personal data**

In this Privacy Policy, ‘**personal data**’ means any data relating to an identified or identifiable natural person. We may collect and process the following types of personal data. Please note that some of the following types of data may not fall under personal data under the applicable law, depending on the contents thereof.

#### **(1)When donating**

Donor information provided by the donor (donor name, gender, age, address, phone number, mobile phone number, e-mail address, nationality, donation amount)

#### **(2) When visiting our website**

When Visitors visit our website, we may collect cookies, device information, software information, and website browsing history, etc.

### **2. Compliance with statutory and regulatory obligations and all applicable laws**

We strive to use and strictly manage the personal data we collect, use, and disclose in compliance with the Family House privacy protection regulations, which are set in accordance with the General Data Protection Regulation (Regulation (EU) 2016/679) and all other applicable statutory and regulatory obligations and laws.

### **3. Collection, use and disclosure of personal data**

The purposes for collecting and processing personal data are specified in advance, and Family House limits the collection and processing of personal data to what is necessary to achieve the previously advised purposes.

### **(1) Purposes of use of personal data**

Family House processes the personal data of Donors and Visitors to achieve the purposes notified individually to Donors or Visitors or as set forth below:

- To apply for donation to us.
- To record the result of cooperation activities by members, donors and volunteers.
- To deliver receipts, appreciation letters, financial statements, and activity reports.
- To deliver information or make requests about membership fees, donations and volunteer activities.
- To provide people concerned with important information.
- For improvement of our website.

### **(2) Additional processing**

In the case of processing the personal data of Donors, or Visitors for purposes other than the above, Family House will notify the relevant persons in advance of such purposes of use and other matters as required by applicable law.

### **(3) Legal basis for collection and use**

Family House will, in principle, process the personal data of Donors and Visitors on the basis of our legitimate interests in conducting our business, on the basis of performing or entering into a contract, and on the basis of consent for Family House to do so when Donors indicated their acceptance of this Privacy Policy.

The donors may withdraw such consent at any time; provided, however, that this will not affect the lawfulness of any processing carried out before their withdrawal of such consent. When donors want to withdraw their consent, please contact us at the addresses indicated in "8. Inquiries."

### **(4) Retention period**

Family House will retain the personal data of Donors and Visitors if such data is necessary to provide services to them, but we will promptly delete such data as when no longer necessary. The criteria used to determine our storage periods include: (i) the length of time we have an ongoing relationship with Donors and Visitors; (ii) whether there is any legal obligation to which we are subject; and (iii) whether there is a need to perform a contract to which they are party.

#### **(5) Transfer of personal data**

Family House may provide the personal data of Donors or Visitors to third parties such as administrative agencies and contractors of Family House and the personal data of Donors or Visitors will be processed by such third parties in order to carry out the purposes of use specified above.

As a result, personal data may be transferred to entities in countries or jurisdictions outside the EEA (including, without limitation, Japan and the U.S., the same shall apply hereafter).

Please note that such countries or jurisdictions may not have the same data protection laws as the EEA, and many of the rights provided to data subjects in the EEA will not be given.

In addition to the above, in the case that Family House provides personal data to any third party located in a country outside the EEA, other than countries that the European Commission has determined have an adequate level of data protection in accordance with Article 45 of the General Data Protection Regulation, we will ensure that adequate measures are taken concerning the protection of personal data by methods such as executing standard contract clauses based on the General Data Protection Regulation. For further information, including obtaining a copy of the documents used to protect personal data, please contact us at the addresses indicated in "8. Inquiries."

#### **4. Prevention of leakage, falsification loss or damage of personal data**

When we process personal data, we shall endeavor to manage and store personal data in an accurate and up-to-date state and retain the personal data properly by taking appropriate security measures against loss, destruction,

falsification and leakage.

In addition, we will exercise appropriate supervision over the employees processing the personal data and the contractors to whom we entrust the processing of the personal data.

## **5. Continuous improvement of personal data protection management system**

We will make necessary efforts to ensure the continuous improvement of our personal data protection management system.

## **6. Cookies**

We may use Visitors' cookies and collect Visitors' device information, software information, etc. on our website. We use this information as general statistical information for research and analysis of trends in the use of our website, not for personal identification.

## **7. Rights of applicants, participants, and Visitors**

The applicants, participants, and Visitors may make a request to Family House for access to, rectification or erasure of, restriction of, or object to processing of their personal data, and may make a request for data portability.

The Donors and Visitors may raise an objection to the data protection authorities having jurisdiction over Family House or the location of their domicile regarding the processing of their personal data.

## **8. Inquiries**

Family House determines the purpose and means of processing the personal data of Donors or Visitors.

In the event of any questions or concerns regarding this Privacy Policy or the processing of personal data by Family House, or any requests concerning the access to, the rectification or erasure of, or the restriction of processing of personal data, or with regard to data portability, please contact us at the following help desk department by telephone, e-mail or mail.

## **Contact Information**

Secretariat of Certified Nonprofit Organization Family House

3F Fujino Bldg., 1-13-5 Kanda-Sudacho, Chiyoda-ku, Tokyo 101-0041  
JAPAN

Tel: +81-3-6206-8372 Fax: +81-3-3256-8377

E-mail: jimukyoku@familyhouse.or.jp

Office Hours: 10:00a.m.-5:00p.m.(Except Saturdays,Sundays,  
National Holidays and Year-end through New Year Holiday)

## **9. Revision of this Privacy Policy**

Family House may change the contents of this Privacy Policy when necessary. We will announce the revised Privacy Policy on this website when a revision is made.

Please check the contents of this Privacy Policy in a timely manner.

After the policy is revised, the applicants, participants, or Visitors shall be deemed to have agreed to the revised policy when they view this Privacy Policy.