

Privacy Notice

The Japan Foundation, Bangkok

1. JFBKK statement

The Japan Foundation, Bangkok ("**JFBKK**," "**we**," "**our**," or "**us**"), an institution dedicated to carrying out comprehensive international cultural exchange programs throughout the world, is aware that the proper management and protection of Personal Data (defined below) is our key responsibility.

Hence, JFBKK issues this privacy notice (the "**Privacy Notice**") to describe the collection, use, and disclosure (collectively, "**processing**") of your Personal Data, whether this Personal Data pertains to you as a visitor, event attendee, project participant, library subscriber, subscriber, lecturer, attendee of seminar or class of JFBKK or JFBKK's relevant organization, supplier, prospective supplier, contact person or representative or personnel of those persons ("**you**" or "**your**").

This Privacy Notice applies to all communication channels, both online and offline, whether face-to-face, over the phone, or via any other means used in communications for any activities, unless another specific privacy policy applies.

JFBKK will make our reasonable efforts to ensure that our personnel will comply with this Privacy Notice.

JFBKK may periodically update this Privacy Notice to reflect any changes in the personal data protection law, other applicable laws, and our practice. For ease of reference, JFBKK indicates the version and date of the Privacy Notice at the top of this Privacy Notice. JFBKK recommends that you review this Privacy Notice periodically to learn of any changes. Should any changes require your consent under the applicable laws, JFBKK will obtain your consent beforehand.

2. Collection of Personal Data

Under this Privacy Notice, "**Personal Data**" means any information relating to an individual that enables the identification of such an individual, whether directly or indirectly.

JFBKK collects your Personal Data that is provided by you or third parties during various processes, e.g. in the process of entering into an agreement with you, providing services, providing information to you as a subscriber, etc.

Your Personal Data to be collected includes but does not limit to the following, depending on the role and relationship between you and JFBKK:

- Your name, surname, age, date of birth, job data, signature, photographs and videos of you, national identification card data, passport data, and any other data that is able to verify your identity (collectively, "**Identity Data**");
- Your personal or business phone or mobile number, fax number, address, email address, and your social media profile (collectively, "**Contact Data**");
- Your business transactions with JFBKK, agreement data, services purchased, contact history, company directors and shareholders, comments, questions, inquiries, feedback, or survey responses (collectively, "**Business Transaction Data**"); and

- Your religious data shown on the national identification card or other identifiable documents.

In various situations, JFBKK does not intend to process your religious data. However, as it is shown on several identity documents, e.g. national identification card, JFBKK may conceal or ask you to conceal it so that JFBKK will not process the unnecessary data.

If you provide JFBKK with any Personal Data of other persons, you are obliged to ensure and warrant that you have the authority to do so in accordance with this Privacy Notice and such other persons have been informed of this Privacy Notice.

If JFBKK learns that JFBKK has collected Personal Data of any minors, JFBKK will proceed to comply with the applicable law promptly. If you are a minor and consent for JFBKK to process your Personal Data, JFBKK may require you to prove that your holder of parental responsibility has consented to you doing so.

3. Processing of Personal Data

JFBKK processes your Personal Data for the purposes below on a legal basis, e.g. your consent, contractual obligation, JFBKK's legitimate interest, legal obligation, vital interest, and the establishment and defense of legal claims. If JFBKK processes your Personal Data based on your consent, you have the right to withdraw your consent at any time as described below in this Privacy Notice.

Your Personal Data is required for the purposes below. Otherwise, JFBKK may not be able to undertake any intended actions with you. The purposes of processing include but are not limited to the following (collectively, the "**Purposes**").

- Provision of information

Your Identity Data, Contact Data, and Business Transaction Data are processed on a contractual obligation basis and JFBKK's legitimate interest basis in order to provide you with the information requested by you, to provide you with information relating to your subscription, to analyze and respond to your comments, questions, inquiries, or feedback, to provide you with information related to our services and events, to contact for governmental purposes, and to provide other relevant information of terms and conditions or this Privacy Notice or other related documents to you.

In certain cases, JFBKK may also process the above Personal Data on your consent for JFBKK's marketing activities including, but not limited to, sending advertisement emails and other materials and other promotional activities and materials in relation to JFBKK and other organizations.

- Event attendance

Your Identity Data and Contact Data are processed on a contractual obligation basis and JFBKK's legitimate interest basis in order to allow you to join JFBKK's event or seminar, to assign online class and training, to provide information regarding event and seminar, to promote JFBKK and JFBKK's events, to publish photos of JFBKK's event which may

include photos of you, to gather information and improve JFBKK's event, and other event-related undertakings.

- **Business transaction**

Your Identity Data, Contact Data, and Business Transaction Data are processed on a contractual obligation basis and JFBKK's legitimate interest basis in order to determine whether to enter agreements with you or your corporate entity, to authenticate and verify your identity, to keep as records and evidence, to order products or services, to contact your corporate entity regarding agreements, to perform contractual obligations, to manage payments, to facilitate transactions, and for other transactional undertakings.

- **JFBKK operation**

Your Identity Data, Contact Data, and Business Transaction Data are processed on JFBKK's legitimate interest basis in order to manage and improve JFBKK's operations, to conduct audits, to manage internal compliance, to implement terms and conditions or this Privacy Notice or relevant documents, to conduct and analyze research, to develop services, to analyze the efficiency of promotions and advertisements, to customize strategy, to analyze both online and offline communication channels, to enhance security, and for other operational purposes.

- **Legal compliance**

Your Identity Data, Contact Data, and Business Transaction Data are processed on a legal obligation basis in order to act in accordance with JFBKK's legal obligations and rights under the applicable law, to establish or comply with or exercise or defend against legal claims in the future, and for other legal compliance purposes.

- **Security**

Your Identity Data and Contact Data, especially video of you as captured by CCTVs, are processed on JFBKK's legitimate interest basis in order to maintain JFBKK's security.

- **Identification and record**

Your Identity Data are processed on JFBKK's legitimate interest in order to verify your identity and keep as a record and evidence. In limited certain cases, your religious data may be processed with your consent for the same purpose as it is shown on the identifiable documents.

4. Retention period

JFBKK will retain your Personal Data for only as long as reasonably necessary to fulfill the Purposes. If a judicial action is initiated, your Personal Data may be retained until this action ends, including during any potential period for appeal, and will then be deleted or archived, as permitted by applicable law.

5. Security Measure

JFBKK implements the appropriate physical and electronic security measures in retaining your Personal Data and to prevent it from being accidentally lost, or used, accessed, damaged, destroyed, altered, or disclosed without authorization. The physical security measures include locked lockers and access-controlled premises. The electronic security measures include limited access-control. JFBKK will also promptly take corrective actions upon the occurrence of a security incident.

6. Disclosure of Personal Data

For the Purposes above, JFBKK may disclose your Personal Data to Japan Foundation in Japan and other countries, business partners, service providers, IT solution, suppliers, attendances, sub-contractors, external advisors, auditors, government agencies, or any other third parties, whether private or governmental. JFBKK will make our reasonable effort to ensure that those who receive your Personal Data will have adequate personal data security standards according to the applicable law.

As mentioned above, JFBKK may sometimes, in order to achieve the Purposes, disclose, share, and transfer your Personal Data to locations outside Thailand where its personal data protection standards may be inferior to those under Thai laws. In such a case, JFBKK will seek your explicit consent prior to doing so and ensure that those who will receive your Personal Data will have adequate personal data security standards under the applicable law.

7. Your rights

You have the rights regarding your Personal Data as described below. Please contact JFBKK if you wish to exercise any of these rights. JFBKK may require you to prove your identity before complying with your request or exercise of rights in order to protect your own privacy and security.

- **Right to access**

You have the right to access or request copies of your Personal Data. JFBKK will only provide you with access to the Personal Data contained in the documents requested, and not to the full documents themselves.

- **Right to rectification**

You have the right to rectify your incomplete, inaccurate, misleading, or out-of-date Personal Data.

- **Right to data portability**

You have the right to obtain your Personal Data you have given to JFBKK or to request the transfer of your Personal Data to any third parties if such Personal Data is processed with your consent or on a contractual basis.

- **Right to object**

You have the right to object to the processing of your Personal Data in certain cases.

- **Right to erasure**

You have the right to request that JFBKK delete, destroy, or anonymize your Personal Data in certain cases, including but not limited to when the Personal Data is no longer necessary for the Purposes, or when your Personal Data has been unlawfully processed.

- Right to restriction

You have the right to request that JFBKK restrict our use of your Personal Data in certain cases.

- Right to withdraw consent

You have the right to withdraw your consent regarding your Personal Data granted to JFBKK at any time.

- Right to make complaints

You have the right to submit complaints to relevant data protection authorities if JFBKK has failed to comply with the applicable law.

JFBKK will try to respond to all requests to exercise the above rights within 30 days. However, it may take us longer than 30 days if your request is particularly complex. JFBKK generally does not charge any fee for the exercise of the above rights unless your request is unfounded, repetitive, or excessive.

8. Contact JFBKK

Should you have any inquiries or would like to exercise your rights regarding your Personal Data, you may contact the Director-General of JFBKK at:

- phone number: 02-260-8560;
- email address: info@jfbkk.or.th;
- write to JFBKK at: 10th Floor, Serm-Mit Tower, 159 Asoke-Montri Road, Bangkok 10110.