

Privacy Notice

This privacy notice describes how The Japan Association for Self-Access Learning ('JASAL,' 'we,' 'us') collects and processes personal information about you (members, participants in our conferences and events, and visitors to our website, Facebook group etc.) and explains how we use and protect this information, and your rights in relation to this information.

- This privacy notice applies to all personal information we collect or process about you. Personal information is any information about an individual that can identify them.

Personal information we use

We collect personal information from you directly (e.g. when you apply for membership or to participate in a conference).

The categories of information that we collect directly from you may include:

- personal details (e.g. name)
- contact details (e.g. email address)
- education details (e.g. name of institution)
- work details (e.g. academic title, name of academic institution)
- details related to payment (e.g. the name registered to your account when you pay by bank transfer and, in cases of reimbursement or receiving grants, your branch and account number).

We also collect information (e.g. through cookies) when you use our website or social media (such as analytics from our Facebook page, or your name and email address, if you leave a comment on our website).

How we use your personal information and the bases on which we use it

We will use your personal information only when the law allows, and we have taken steps to ensure we respect your privacy. We will never sell or pass on your details to other organizations for their own marketing purposes.

We may use your personal information to:

- determine your eligibility for membership in JASAL
- facilitate referee review and editing of manuscripts you submit for possible publication in our journal
- deal with your enquiries and requests
- email you announcements of JASAL events, such as SAC tours and conferences
- provide you with information about how you can become involved with JASAL activities (such as standing for a role on the board)
- comply with legal obligations to which we are subject and cooperate with regulators and law enforcement bodies

In most cases the legal basis to process your personal information will be one of the following:

- you have provided your consent for us to use it in a certain way
- to fulfil our obligations to you as a JASAL member

Your rights over your personal information

You have certain rights regarding your personal information, subject to local law. These include the following rights to:

- access your personal information
- rectify the information we hold about you
- erase your personal information
- restrict our use of your personal information
- object to our use of your personal information
- receive your personal information in a usable electronic format and transmit it to a third party

We encourage you to contact us to update or correct your information if it changes or if the personal information we hold about you is inaccurate.

How long will you use my personal information for?

Only for as long as necessary to fulfil the purposes for which we collected it, including for satisfying any legal, accounting, or reporting requirements.

Some data (such as the information presenters supply for the conference handbook—name, affiliation, presentation title, and abstract) will be kept permanently and displayed on our website as a record of our Association's activity. Other data (such as emails) will typically be destroyed after four years.

Information sharing

We may share your personal information with third parties under the following circumstances:

- IT and Communications service providers (e.g. online forms etc).
- Our conference organizing committees and our journal editors / editorial team. We may share certain of your personal information with the conference organisers (e.g. to facilitate registration) and our journal's editors and editorial team (to facilitate referee review and editing of manuscripts you submit for possible publication).
- Law enforcement agency, court, regulator, government authority. We may share your personal information where we believe this is necessary to comply with a legal or regulatory obligation.
- The Science Council of Japan (to apply to be listed on *the Directory of the Scientific Research Organizations in Japan*, see <http://www.scj.go.jp/ja/group/dantai/>)

Research

JASAL researches the current state and trends in self-access language learning in Japan, in order to share this information with members, and to better serve our members' needs. To do this we may use:

- anonymized JASAL membership data (demographics)
- anonymized records of conference and other event attendance
- the JASAL registry of non-classroom language learning spaces
- self-access publications written by JASAL members (voluntarily submitted)

Contact us

If you have questions, concerns or requests regarding JASAL's handling of your personal information please contact:

JASAL

Email: jasalorg@gmail.com

Changes to the policy

We may modify or update this privacy notice from time to time.

September 9, 2019.