

2024

**Hakuhodo Foundation**

# **14th Japanese Language Exchange Program**

## **Application Guide for Overseas Schools**

Applications for next year's "Japanese Language Exchange Program" are now open.

We look forward to receiving many applications.

January 6, 2023

**Organizer: Hakuhodo Foundation**

**Support: Ministry of Education, Culture, Sports, Science and Technology Japan**



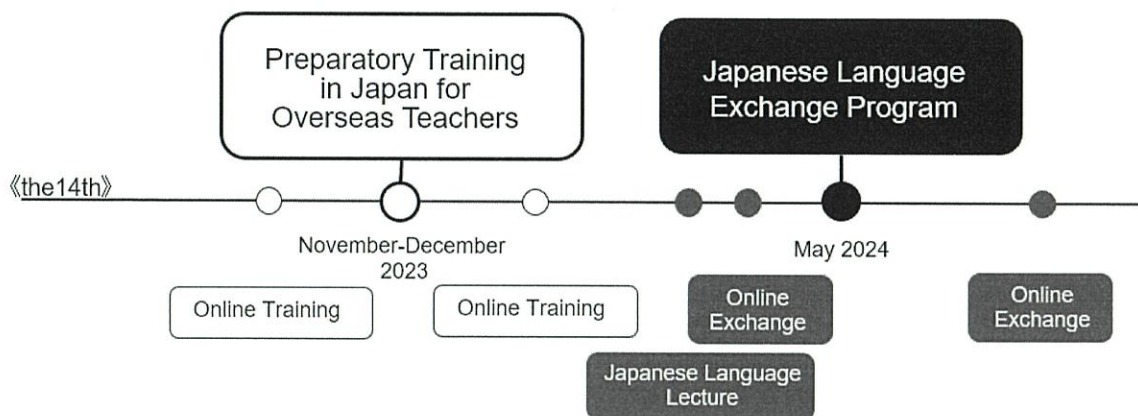
## 1. Objective

In a global society, mutual understanding and acceptance of the diversity of lifestyles and cultures in other countries is crucial. The Japanese Language Exchange Program aims to provide opportunities for Japanese and overseas students to deepen their understanding of each other and to grow into “individuals who can work together with people of different cultures to address social issues” through intercultural experiences and international exchanges in Japanese language.

## 2. Program overview

The program is open to middle schools outside of Japan that teach a Japanese curriculum. This program invites students studying Japanese at overseas schools and their accompanying teachers to Japan for international exchanges and intercultural experiences in Japanese with Japanese students of the same age.

The program consists of two components.



### (1) Preparatory Training in Japan for Overseas Teachers

This is a preparatory training program for the Japanese Language Exchange Program. To ensure the success of the exchange program, accompanying teachers from participating schools visit Japan for training to improve students' motivation to learn Japanese, to address teaching methods for students coming to Japan and for exchanges, and to provide prior experience with the curriculum.

- (a) Period of stay in Japan: Monday, 13 November – Friday, 1 December 2023 (tentative)  
—Online training will be held prior to and following the stay in Japan.
- (b) Training content: Teaching methods to help students to prepare for their visit, experiencing a school visit, etc.
- (c) Planned support: Return airfare to Japan; departure and airport taxes; Japan visa fee; accommodation, meals and activities (including training and travel) while in Japan; international travelers' insurance

## **(2) Japanese Language Exchange Program (“the Program”)**

This is an exchange program between overseas students and Japanese students. Overseas students and their accompanying teachers visit to Japan for international exchanges in Japanese and intercultural experiences.

(a) Period of stay in Japan: Wednesday, 8 May – Tuesday, 21 May 2024 (tentative)

– Online exchanges and lectures will be held prior to and following the stay in Japan.

(b) Program content: School visits, cultural and social experiences, exchange events, etc.

(There may be a homestay.)

(c) Number of schools: Around 10 schools

(d) Participants per school: 4 students and 1 accompanying teacher (participation of school officials in addition to the 1 accompanying teacher is not permitted)

(e) Planned support: Return airfare to Japan; departure and airport taxes; Japan visa fee; accommodation, meals and activities (including training and travel) while in Japan; international travelers' insurance

– Teachers who accompany students from schools selected to participate in the Program must attend "(1) Preparatory Training in Japan for Overseas Teachers" mentioned above.

## **3. Eligibility**

Applications for the Japanese Language Exchange Program are open to schools only. Applying schools must meet all the following requirements.

(1) The school must be recognized as a formal middle school-level educational institution by its national government.

(2) The school must be engaged in teaching Japanese classes to students between the ages of 12 and 16, the target age of the Program.

(3) The school must be able to obtain any necessary government or other permission required for participation in the Program and the Preparatory Training in Japan for Overseas Teachers.

(4) The school must be able to actively and collaboratively prepare for and undertake the Program and Preparatory Training in Japan for Overseas Teachers if selected.

- Schools that have participated in the Program previously are eligible to apply.

(5) The school must be able to select and send an accompanying teacher to Japan to participate in both the Program and Preparatory Training in Japan for Overseas Teachers.

(6) In accordance with the rules of the country, state, upper educational institution, school, etc., there must be no personnel that are required to accompany participants other than one accompanying teacher and four students.

(7) School must select an accompanying teacher who meets the following requirements:

(a) The teacher must be employed by the applying school as a Japanese language teacher until at least the end of the Program.

(b) The teacher must be able to participate in both the Program and Preparatory Training in Japan for Overseas Teachers.

- (c) The teacher must have Japanese ability of at least JF Standard for Japanese-Language Education level B1\* or Japanese-Language Proficiency Test level N3\*\* at the time of application.

<Reference>

\* JFS B1 level: You can deal with most things that might happen when you are traveling in the area where the language is spoken, etc.

Source: [https://jfstandard.jp/pdf/1\\_global\\_scale\\_eng.pdf](https://jfstandard.jp/pdf/1_global_scale_eng.pdf)

\*\* N3 level: Able to understand Japanese used in everyday situations to some degree.

Source: <https://www.jlpt.jp/e/about/levelsummary.html>

- (d) The teacher must not be a graduate of Japan's compulsory education system (defined as the nine years from elementary school through junior high school).

- (e) The teacher must be physically and mentally fit.

- (8) Schools must have enrolled students that meet the following requirements.

- (a) Aged 12–16

- (b) Have studied Japanese for at least six months at the time of their participation in the Program.

- Following selection of a school for participation in the Program, teachers and students who are found by the Foundation through examination of submitted documents, etc. to not meet the requirements for participation, or who are ineligible for the Foundation's nominated international travelers' insurance scheme may be disqualified from participation.

#### **4. Application procedure**

- (1) Application documents

- (a) Participant Application Form

Complete the provided form in the language specified.

Applications that are not completed as specified, or that are submitted without the handwritten signature of the head of the educational institution (school principal) will be invalid.

Part 3 (3-1/3-2) of the Participant Application Form must be handwritten in Japanese by the accompanying teacher.

- (b) Japanese ability self-assessment checklist

The accompanying teacher should fill in the provided checklist and submit it together with their application.

- (c) Japanese Language Proficiency Test (JLPT) Certificate of Proficiency

Accompanying teachers who hold a Certificate of Proficiency from the Japanese Language Proficiency Test are requested to submit a copy with the application form.

- (d) Consent for the Handling of Personal Data

A consent form regarding the provision and protection of personal data is included in the application documents. It must be completed by the accompanying teacher. Applications submitted without the consent form will not be considered.

- (2) Where to obtain the application documents

Application documents are available on the HakuHodo Foundation website:

<https://www.hakuhodofoundation.or.jp/download/>

(3) Application period and address for submission of applications

Application period: Applications must arrive at the designated address

between Friday, 6 January and Monday, 20 February 2023.

- The designated address for submission of applications is different for each country. Please refer to pages 6-9 for the designated address for submission in your country.
- Only applications that reach the designated organization by Monday, 20 February 2023 will be considered.
- Application documents must be submitted by post. Applications received by fax or email will not be considered.
- Please note that the original application documents will not be returned.

## 5. Screening

Applications will be screened rigorously, giving weight to the following, by a judging panel chosen by HakuHodo Foundation. The screening criteria and process are confidential.

- (1) Motivations and objectives for participation are clear and in line with the intentions of the Program.
- (2) Positive effects from the exchange can be expected for participating Japanese schools.
- (3) The school and accompanying teacher have applied understanding the objectives of the Program.
- (4) The accompanying teacher has sufficient Japanese language ability to be able to participate in the Program.
- (5) The school is deemed by the judging panel to be suitable for participation in the Program.

## 6. Notification of results

Applying schools will be notified as to whether they have been selected in June 2023.

Note that we cannot respond to individual inquiries about selection results.

## 7. Disclosure of information about participating schools

The name and other information about schools selected to participate in the Program will be posted on the HakuHodo Foundation's website, etc.

## 8. Precautions regarding COVID-19, etc.

Depending on the spread of infectious disease in each country, all or part of this program may be canceled or postponed.

The following precautions apply to the postponement of and participation in the program.

- (1) In the case that the program is postponed for one year
  - (a) The program will be postponed for one year only, and will not be postponed for a second year or beyond.

- (b) There shall be no change in the accompanying teacher. (Any changes will be subject to re-screening)
  - (c) Online activities will be conducted during the period of postponement.
- (2) In the case participation of a portion of the selected schools is postponed
- (a) The school whose participation is postponed may participate in the following year's program.  
The program will be postponed for one year only, and there will be no postponement after the second year.
  - (b) There shall be no change in the accompanying teacher. (Any changes will be subject to re-screening.)
  - (c) Online activities will be conducted during the period of postponement.
- Depending on the situation at the time of your arrival in Japan, you may need to be vaccinated in accordance to the requirements of the governments of each country.

## Addresses for submission of application documents

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■ **Australia: The Japan Foundation, Sydney** (<http://www.jpff.org.au/>)

The Japan Foundation, Sydney  
Level 4, Central at Central Park, 28 Broadway, Chippendale, NSW 2008, Australia  
Tel: +61-2-8239-0055

■ **Brazil: Fundação Japão** (<http://fjisp.org.br/>)

The Japan Foundation, São Paulo  
Avenida Paulista 52, 3º andar Bela Vista CEP 01310-900, São Paulo, SP, Brasil  
Tel: +55-11-3141-0843 / +55-11-3141-0110 Fax: +55-11-3266-3562

■ **Canada: The Japan Foundation, Toronto** (<http://www.jftor.org/>)

The Japan Foundation, Toronto  
2 Bloor Street East, Suite 300, PO Box 130, Toronto, Ontario, M4W 1A8, Canada  
Tel: +1-416-966-1600 Fax: +1-416-966-9773

■ **France: Maison de la culture du Japon à Paris** (<http://www.mcjp.fr/>)

The Japan Cultural Institute in Paris  
101 bis, Quai Branly, 75740 Paris Cedex 15, France  
Tel: +33-1-44-37-95-00 Fax: +33-1-44-37-95-15

■ **Germany: Japanisches Kulturinstitut, Köln** (<http://www.jki.de/>)

The Japan Cultural Institute in Cologne  
Universitätsstraße 98, 50674 Köln, Bundesrepublik Deutschland, Germany  
Tel: +49-221-9405580 Fax: + 49-221-9405589

■ **Hungary: Japán Alapítvány Budapesti Iroda** (<https://www.japanalapitvany.hu/>)

The Japan Foundation, Budapest  
Oktogon Ház 2F, 1062 Budapest, Aradi utca 8-10, Hungary  
Tel: +36-1-214-0775 Fax: +36-1-214-0778

■ **India: The Japan Foundation, New Delhi** (<http://www.jfindia.org.in/>)

The Japan Foundation, New Delhi  
5-A, Ring Road, Lajpat Nagar-IV, New Delhi, 110024, India  
Tel: +91-11-4606-5769/ 4558-8698



- **Indonesia: The Japan Foundation, Jakarta** (<http://www.jpff.or.id/>)  
 (Official social media accounts: [http://www.jpff.go.jp/e/policy/official\\_accounts.html](http://www.jpff.go.jp/e/policy/official_accounts.html))  
 The Japan Foundation, Jakarta  
 Summitmas II , 1-2F, Jalan Jenderal Sudirman, Kav. 61-62  
 Jakarta Selatan 12190, Indonesia  
 Tel: +62-21-520-1266 Fax: +62-21-525-1750
- **Italy: Istituto Giapponese di Cultura in Roma** (<http://www.jffroma.it/>)  
 The Japan Cultural Institute in Rome  
 Via Antonio Gramsci 74, 00197 Roma, Italy  
 Tel: +39-06-322-4754 Fax: +39-06-322-2165
- **Malaysia: The Japan Foundation, Kuala Lumpur** (<http://www.jffkl.org.my/>)  
 The Japan Foundation, Kuala Lumpur  
 18th Floor, Northpoint Block B, Mid-Valley City, No.1, Medan Syed Putra, 59200, Kuala Lumpur,  
 Malaysia  
 Tel: +60-3-2284-6228 Fax: +60-3-2287-5859
- **Mexico: Fundación Japón en México** (<http://www.fjmex.org/>)  
 The Japan Foundation, Mexico  
 Av. Ejército Nacional #418 Int. 207, Col. Polanco V sección, C.P. 11560 CDMX México  
 Tel: +52-55-5254-8506 Fax: +52-55-5254-8521
- **Mongolia: Монгол-Японы Хүний Нөөцийн Хөгжлийн Төв** (<http://www.japan-center.mn/>)  
 Mongolia -Japan Center for Human Resources Development  
 The Mongolia-Japan Center Bldg., P.O.Box 190, Ulaanbaatar-46a, Mongolia  
 Tel: +976-75110879 Fax: +976-11-317528
- **Philippines: The Japan Foundation, Manila** (<http://www.jffmo.org.ph/index.php>)  
 The Japan Foundation, Manila  
 23 Fl., Pacific Star Building, Sen. Gil Puyat Avenue, corner Makati Avenue, Makati City,  
 Metro Manila, 1226, Philippines  
 Tel: +63-2-811-6155 Fax: +63-2-811-6153
- **Romania: Asociația Profesorilor de Limba Japoneză din România**  
 (<http://kyoushikai.wordpress.com/>)  
 Association of Japanese Language Teachers in Romania (APJR)  
 C/O Angela Dragan, President  
 Angela Dragan, Strada Cetatea de Balta nr 41, bloc O7A, apartament 102, sector 6, 060962  
 Bucharest, Romania  
 Tel: +40-7465-81869

■ **Russia: Отдел Японской Культуры "Japan Foundation" во ВГБИЛ**

(<https://jpfmw.ru/?lang=ru>)

The Japanese Culture Department

"Japan Foundation" of the All-Russia State Library for Foreign Literature

4th Floor, Nikoloyamskaya Street, 1, Moscow, Russian Federation, 109240

Tel: +7-495-626-5583

■ **Spain: Fundación Japón, Madrid** (<http://www.fundacionjapon.es/>)

The Japan Foundation, Madrid

2a planta del Palacio Cañete Calle Mayor, 69 28013 Madrid, Spain

Tel: +34-91-310-1538 Fax: +34-91-308-7314

■ **Sri Lanka: The Japanese Teachers' Association of Sri Lanka**

(<https://sites.google.com/site/nihongokyoshikaisuriranka/>)

The Japanese Language Teachers' Association of Sri Lanka

The Embassy of Japan in Sri Lanka, 4th floor, M2M Veranda Office, No.34,

W.A.D. Ramanayake Mawatha, Colombo 2, Sri Lanka

Contact Person: Ms. Nayomi Wijesekara (Culture & Information Specialist)

Tel: +94 767677588

■ **Taiwan: 東海大学 日本語文化學系** (<https://japan.thu.edu.tw/web/>)

Department of Japanese Language and Culture, TungHai University,

No.1727, Sec.4, Taiwan Boulevard, Xitun District, Taichung City 407224, Taiwan R.O.C.

Tel: +886-4-2359-0121 #31701 Fax: +886-4-2359-0258

■ **Thailand: เจแปนฟาวน์เดชั่น กรุงเทพ ฯ** (<https://ba.jpf.go.jp/en/home-en/>)

(Official social media accounts: [http://www.jpf.go.jp/e/policy/official\\_accounts.html](http://www.jpf.go.jp/e/policy/official_accounts.html))

The Japan Foundation, Bangkok

Serm Mit Tower, 10F, 159 Sukhumvit 21 (Asoke Road)

Bangkok 10110, Thailand

Tel: +66-2-260-8560 Fax: +66-2-260-8565

■ **Turkey: Türk Japon Vakfı** (<http://www.tjv.org.tr>)

The Turkish Japanese Foundation Culture Center

Ferit Recai Ertuğrul. Cad. No.2 06450 Oran, Ankara, Turkey

Tel: +90-312-491-1748 Fax: +90-312-491-1752

■ **UK: The Japan Foundation, London** (<http://www.jpf.org.uk/>)

The Japan Foundation, London

101-111 Kensington High Street, London, W8 5SA, United Kingdom

Tel: +44-20-7492-6570

■ **USA: The Japan Foundation, Los Angeles** (<http://www.jflalc.org/>)

5700 Wilshire Boulevard, Suite 100 Los Angeles, CA 90036, USA

Tel: +1-323-761-7510 Fax: +1-323-761-7517

■ **Vietnam: Trung tâm Giao lưu Văn hóa Nhật Bản tại Việt Nam** (<http://www.jpf.org.vn/>)

The Japan Foundation Center for Cultural Exchange in Vietnam

No. 27 Quang Trung Street, Hoan Kiem District, Hanoi, Vietnam

Tel: +84-4-3944-7419 Fax: +84-4-3944-7418

■ **Other Countries: Hakuodo Foundation Program Secretariat**

“Japanese Language Exchange Program” Secretariat

C/o e-side, Inc., 5th Fl., IzumiTamachi Building, 5-27-6 Shiba, Minato-ku, Tokyo, 108-0014, Japan

Tel: +81-(0)3-6435-8789 Fax: +81-(0)3-6435-8790

E-mail: [hakuho.gn@e-side.co.jp](mailto:hakuho.gn@e-side.co.jp)

This program is undertaken with the cooperation of the Japan Foundation, the Association for Japanese-Language Teaching (AJALT), the Association of Japanese Language Teachers in Romania, the Japanese Teachers' Association of Sri Lanka, the Mongolia-Japan Center for Human Resources Development, Tunghai University and the Turkish Japanese Foundation Culture Center.

## Handling of Personal Data

The Foundation handles personal data it collects and personal data it receives from teachers and students of the schools to which they apply appropriately and in compliance with the Act on the Protection of Personal Information (Act No.57 of May 30, 2003; hereinafter referred to as the “APPI”).

Revised April 1, 2022

### Basic Principles for Protection of Personal Data

The Foundation has established and will abide by the following basic principles concerning the handling of personal data.

#### 1. Compliance with related laws and regulations, etc.

The Foundation will abide by APPI and its relevant laws and regulations, agreements and also the Foundation’s internal rules, etc. with regard to personal data.

#### 2. Appropriate acquisition and use of personal data from individuals

The Foundation will handle the personal data collected from individuals within the scope of the “purpose of use” set forth below, only with the consent of said individuals to such handling and/or in accordance with APPI.

#### Japanese Language Exchange Program

Type of Personal Data Received	Purpose of Use	Method of Acquisition
Basic information (address, name, gender, date of birth, nationality, phone number, email address, academic background, professional background, face photo)	<ul style="list-style-type: none"> <li>• Screening of program participants</li> <li>• Administrative contract to program participants</li> <li>• Analysis of reference materials for future application rounds and application announcements</li> <li>• Mailing of notifications relating to the Foundation's main business, greeting letters, publications and questionnaires</li> </ul>	At the time of program application; to be received from the individual or representative of his/her affiliation organization in writing
Information regarding previous international exchanges and Japanese language proficiency (Previous international exchanges, Japanese Language Proficiency Test, time spent in Japan, Japanese language study, writing and Japanese language proficiency self-assessment checklist)	<ul style="list-style-type: none"> <li>• Screening of program participants</li> <li>• Educational guidance during program implementation</li> </ul>	At the time of program application; to be received from the individual or representative of his/her affiliation organization in writing
Information necessary for travel to and residing in Japan (passport information)	<ul style="list-style-type: none"> <li>• Arrangements for travel to Japan to participate in the program</li> </ul>	Once participation in the program has been confirmed; to be received from the individual or representative of his/her affiliation organization in writing

Information necessary for health and safety management (information on health, allergies, and religion)	<ul style="list-style-type: none"> <li>•Determining whether or not an individual can participate in the program</li> <li>•Health management and meal arrangements during the program</li> <li>•Other arrangements necessary for religious reasons</li> </ul>	Once participation in the program has been confirmed; to be received from the individual or representative of his/her organization in writing or orally
Images, visual information (Group A: images/video during participation in the program; Group B: images/video during pre-program meetings)	<p>Group A &amp; B:</p> <ul style="list-style-type: none"> <li>•Recording and analysis of activities, publicity, implementation of various projects such as lectures hosted by the Foundation, use in consultation and advice to educators</li> </ul> <p>Group B:</p> <ul style="list-style-type: none"> <li>•Publication of a video message introducing the school, online meetings</li> </ul>	<p>Group A: During the program; to be obtained by filming and by recording video chat services such as Zoom</p> <p>Group B: During a pre-program meeting; to be obtained by filming and by recording video chat services such as Zoom from the individual or representative of his /her affiliation organization</p>

Further, in the event that there is a change to the purpose of use, the Foundation will notify the individual of the change if the change requires the individual's consent. If the individual does not consent to the change, the Foundation will use personal data only to the extent that the individual has consented to.

### 3. Provision of personal data

In order to fulfill the purpose of use provided in "2. Appropriate acquisition and use of personal data from individuals" above, the Foundation may provide personal data to service providers within the "scope of work" set forth below; provided, however, that if processing of personal data is outsourced to an external service provider, the Foundation will select a service provider that it confirms will manage the personal data securely and will appropriately supervise the service provider.

Further, the Foundation will not disclose or provide personal data to third parties without the individual's consent except as required by APPI.

#### For the Japanese Language Exchange Program

- Secretariat duties: Incorporated administrative agencies, Japanese teachers' association in each country (limited to those with which an agreement has been signed), physicians present in the program, event management/operating company, screening committee members, Program participating teachers and student, host families of the homestay program
- Video editing and uploading: Video editing company
- Uploading participant information (name of teacher, school) to the Foundation's website: Website design company
- Travel arrangements: Travel agency
- Data storage and management: System provider
- Insurance arrangements: Insurance company

### 4. Transfer to a third country

In the event that the Foundation needs to transfer individuals' personal data outside Japan, the Foundation will protect the personal data by implementing necessary measures, such as obtaining consent in accordance with APPI. In addition, the Foundation may provide personal data to a service provider in the United States in order to perform the work provided in "3. Provision of personal data" above.

## 5. Personal data of individuals under 20 years of age

The Foundation will not obtain or process information related to minors under 20 years of age without their guardians' consent. If it is discovered that a minor under 20 years of age has provided personal data to the Foundation without their guardian's consent, please contact the Foundation promptly.

## 6. Special Care-Required Personal Data

The Foundation may obtain Special Care-Required Personal Data (data relating to religion, health, allergies, etc., including those listed in "3. Provision of personal data" above. ) only when required by APPI or when consent has been obtained from the individual.

## 7. Storage period

The Foundation will only store personal data for as long as necessary to meet the corresponding purposes listed in Section "2. Appropriate acquisition and use of personal data from individuals" above or otherwise required by APPI.

## 8. Establishment of a system for managing the handling of personal data

The Foundation will clarify a system of internal management and responsibility and appoint a management supervisor for personal data so as to ensure the protection of personal data.

## 9. Clarification of the handling of personal data

The Foundation has established regulations concerning the viewing, utilization, storage, disposal and return of personal data to ensure the secure and appropriate handling of personal data and will abide by such regulations under the supervision of a management supervisor.

Personal data that has been acquired will be appropriately deleted or destroyed after the expiration of the storage period required by APPI or performance of work as stated in Section "7. Storage period" above.

## 10. Establishment of an immediate response system to address problems

The Foundation has established a system that will quickly and precisely identify any problems should they arise and address the problems appropriately.

## 11. Rights of an individual

An individual has the following rights regarding his or her personal data held by the Foundation, which the individual can exercise by using the contact details listed in Section "13. Contact detail" below:

- (1) Right to request access to personal data;
- (2) Right to have personal data rectified or erased without undue delay, unless the Foundation has a lawful basis to keep the personal data;
- (3) Right to restrict the processing of personal data (including the cessation of use, erasure, or cessation of provision to a third party);
- (4) Right to withdraw at any time consent to the processing of personal data given by the individual (however, such withdrawal of consent shall not affect the legality of processing or transmission of personal data performed prior to such withdrawal); and
- (5) Right to lodge a complaint to the Foundation regarding any dissatisfaction with the Foundation's processing of personal data.

## 12. Continuous improvement

The Foundation will strive to improve continuously by monitoring management and responding to external changes, including but not limited to, revisions of these basic principles from time to time.

These basic principles will be revised in accordance with the full enforcement (April 1, 2022) of the 2020 amendment of APPI.

## 13. Contact detail

Personal Data Handling Business Operator

14F HIBIYA KOKUSAI BUILDING, 2-2-3 Uchisaiwaicho, Chiyoda-ku, Tokyo, 100-0011, Japan

Hakuhodo Foundation

- Contact: Hakuhodo Foundation, Japanese Language Exchange Program Office  
Inquiries to Japan school E-mail : [hakuho.gn@hakuhodo.co.jp](mailto:hakuho.gn@hakuhodo.co.jp)  
Inquiries to overseas schools E-mail : [hakuho.gn@e-side.co.jp](mailto:hakuho.gn@e-side.co.jp)
- For individuals residing within the EU/EEA region\*, please contact:  
Special Secretariat Office for the General Data Protection Regulation (GDPR) Compliance,  
Japanese Language Exchange Program, Hakuhodo Foundation  
Contact form: <https://www.hakuhodofoundation.or.jp/en/contact/form/eeapd/>

## **Handling of Personal Data Subject to GDPR**

The Foundation handles personal data it collects and the personal data of individuals residing in the EU/EEA regions\* that it receives from award recipients, fellowship recipients or invitees appropriately in compliance with the General Data Protection Regulation of the European Union (hereinafter, "GDPR").

\*"EU/EEA regions" means the 27 member states of the European Union and Iceland, Liechtenstein and Norway.

### **Basic Principles for Protection of Personal Data**

The Foundation has established and will abide by the following basic principles concerning the handling of personal data.

1. Compliance with related laws and regulations, etc.

The Foundation will abide by laws, regulations, agreements and its internal rules, etc. with regard to personal data.

2. Appropriate acquisition and use of personal data from individuals

The Foundation will handle the personal data collected from individuals within the scope of the "purpose of use" set forth below, only with the consent of said individuals to such handling and in accordance with relevant laws and regulations.

The Foundation may handle personal data subject to GDPR depends on the course of its operations.

#### Japanese Language Exchange Program

Type of Personal Data Received	Purpose of Use	Method of Acquisition	Lawful basis of Use
Basic information (address, name, gender, date of birth, nationality, phone number, email address, academic background, professional background, face photo)	<ul style="list-style-type: none"> <li>• Screening of program participants</li> <li>• Administrative contract to program participants</li> <li>• Analysis of reference materials for future application rounds and application announcements</li> <li>• Mailing of notifications relating to the Foundation's main business, greeting letters, publications and questionnaires</li> </ul>	At the time of program application; to be received from the individual or representative of his/her affiliation organization in writing	Individual's consent



Information regarding previous international exchanges and Japanese language proficiency (Previous international exchanges, Japanese Language Proficiency Test, time spent in Japan, Japanese language study, writing and Japanese language proficiency self-assessment checklist)	<ul style="list-style-type: none"> <li>• Screening of program participants</li> <li>• Educational guidance during program implementation</li> </ul>	At the time of program application; to be received from the individual or representative of his/her affiliation organization in writing	Individual's consent
Information necessary for travel to and residing in Japan (passport information)	• Arrangements for travel to Japan to participate in the program	Once participation in the program has been confirmed; to be received from the individual or representative of his/her affiliation organization in writing	The Foundation's legitimate interests and legal obligations
Information necessary for health and safety management (information on health, allergies, and religion)	<ul style="list-style-type: none"> <li>• Determining whether or not an individual can participate in the program</li> <li>• Health management and meal arrangements during the program</li> <li>• Other arrangements necessary for religious reasons</li> </ul>	Once participation in the program has been confirmed; to be received from the individual or representative of his/her organization in writing or orally	Individual's explicit consent
Images, visual information (Group A: images/video during participation in the program; Group B: images/video during pre-program meetings)	<p>Group A &amp; B:</p> <ul style="list-style-type: none"> <li>• Recording and analysis of activities, publicity, implementation of various projects such as lectures hosted by the Foundation, use in consultation and advice to educators</li> </ul> <p>Group B:</p> <ul style="list-style-type: none"> <li>• Publication of a video message introducing the school, online meetings</li> </ul>	<p>Group A: During the program; to be obtained by filming and by recording video chat services such as Zoom</p> <p>Group B: During a pre-program meeting; to be obtained by filming and by recording video chat services such as Zoom from the individual or representative of his /her affiliation organization</p>	Individual's consent

Further, if there is a change to the purpose of use, the Foundation will notify the individual of the change. In the event that the change requires the individual's consent and if the individual does not consent to the change, the Foundation will use personal data only to the extent the individual has consented to.

### 3. Provision of personal data

In order to fulfill the purpose of use provided in Section 2 above, the Foundation may provide personal data to service providers within the "scope of work" set forth below; provided, however, that if processing of personal data is outsourced to an external service provider, the Foundation will select a service provider that it confirms will manage the personal data securely in accordance with its internal regulations, including but not limited to this Policy about its Handling of Personal Data Subject to GDPR, and will provide appropriate supervision thereon. Further, the Foundation will not disclose or provide personal data to third parties without the individual's consent except as required by relevant laws or regulations.

#### Japanese Language Exchange Program

- Secretariat duties: Incorporated administrative agencies, Japanese teachers' association in each country (limited to those with which an agreement has been signed), physicians present in the program, event management/operating company, screening committee members, Program participating teachers and student, host families of the homestay program
- Video editing and uploading: Video editing company
- Uploading participant information (name of teacher, school) to the Foundation's website: Website design company
- Travel arrangements: Travel agency
- Data storage and management: System provider
- Insurance arrangements: Insurance company

### 4. Transfer to a third country

The Foundation will transfer individuals' personal data from the EU/EEA regions to Japan. The European Commission has adopted an adequacy decision on data protection in Japan, and such personal data will be managed appropriately in accordance with this policy.

Further, in the event that personal data is transferred to a country outside of the EU/EEA regions other than Japan, in principle such transfer will be performed in accordance with GDPR and the applicable laws and regulations of the EU/EEA member states and following the execution of standard contract clauses (SCC), except where personal data is transferred to a country on which the European Commission has adopted a data protection adequacy decision. The protective measures taken in accordance with GDPR can be made available to the individuals upon request.

### 5. Personal data of individuals under 16 years of age

The Foundation will not obtain or process information related to children under 16 years of age without their guardians' consent. If it is discovered that a child under 16 years of age has provided personal data to the Foundation without their guardian's consent, please contact the Foundation promptly.

#### 6. Special categories of personal data

The Foundation may obtain special categories of personal data (religion, health, allergies, etc.) only within the scope of each activity's purpose of use and upon obtaining the individual's prior explicit consent.

#### 7. Executive and employee education

The Foundation will promote the appropriate handling of personal data and strict adherence to all laws and regulations by conducting regular personal data trainings for executives and employees to educate them on the importance of personal data protection, the relevant legal requirements, management system and regulations for handling personal data, and the penalties for breaching such regulations.

#### 8. Storage period

The Foundation will only store personal data for as long as necessary to meet the corresponding purposes listed in Section 2 of this Policy or otherwise required by applicable laws.

#### 9. Establishment of a system for managing the handling of personal data

The Foundation will clarify a system of internal management and responsibility and appoint a management supervisor for personal data so as to ensure the protection of personal data.

#### 10. Clarification of the handling of personal data

The Foundation will establish regulations concerning the viewing, utilization, storage, disposal and return of personal data to ensure the secure and appropriate handling of personal data and will abide by such regulations under the supervision of a management supervisor.

Further, acquired personal data will be appropriately deleted or destroyed after the expiration of the storage period required by law or performance of work as stated in Section 8 of this Policy.

#### 11. Provisions concerning unauthorized access

The Foundation will establish appropriate information and information management systems and other measures to prevent the theft, loss, alteration or destruction of personal data due to unauthorized access.

#### 12. Establishment of an immediate response system to address problems

The Foundation will establish a system that will quickly and precisely identify any problems should they arise and address the problems appropriately.

#### 13. Rights of an individual

An individual has the following rights regarding his or her personal data held by the Foundation, which the individuals can exercise by using the contact details listed in Section 15 below:

(1) Right to request access to personal data;

(2) Right to have personal data rectified or erased without undue delay, unless the Foundation has a lawful basis to keep the personal data;

(3) Right to restrict the processing of personal data;

- (4) Right to receive personal data in a commonly used machine-readable format and the right to transmit the data to the management of another organization without hindrance;
- (5) Right to object to the processing of personal data for the benefit of the Foundation or a third party or for direct marketing;
- (6) Right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning the individual or similarly significantly affects the individual;
- (7) Right to withdraw at any time consent to the processing of personal data given by the individual (however, such withdrawal of consent shall not affect the legality of processing or transmission of personal data performed prior to such withdrawal); and
- (8) Right to lodge a complaint to a competent supervisory authority or to the Foundation regarding any dissatisfaction with the Foundation's processing of personal data.

#### 14. Continuous improvement

The Foundation will strive to continuously improve by monitoring management and responding to external changes, including but not limited to amendments of this Policy from time to time. Individuals can always access the most up-to-date version of this Policy on the Foundation's website.

#### 15. System for managing personal data

Personal data controller

Special Secretariat Office for the General Data Protection Regulation (GDPR) Compliance, HakuHodo Foundation

14F HIBIYA KOKUSAI BUILDING, 2-2-3 Uchisaiwaicho, Chiyoda-ku, Tokyo, 100-0011, Japan

Contact form: <https://www.hakuhodofoundation.or.jp/en/contact/form/eeapd/>

The Foundation's representative within the EU:

HakuHodo Deutschland GmbH (HakuHodo Germany), Representative of the Foundation in the EU

Address:

Hanauer Landstraße 172, 60314 Frankfurt am Main, Germany

Contact:

Telephone: +49699494800



Since our establishment in 1970, the Hakuodo Foundation has worked tirelessly to help children grow and develop rich human qualities through Japanese language education, educational support for deaf-blind children, and research into surrounding issues. We see children, language, and education as our areas of activity, in which we run diverse programs.

Centered on the Hakuho Award, which has been awarded more than 50 times to exceptional practitioners in children's education, our activities include the Research Grant for Child Education, the Teacher Development Scholarship, the Japanese Language Exchange Program, the Children's Book Recommendation Contest, and the Child Research Institute.

公益財団法人 **博報堂教育財団**

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