

29th tRNA Conference Privacy Notice

The 29th tRNA Conference Organizing Committee was established at the Department of Chemistry and Biotechnology, Graduate School of Engineering, University of Tokyo (7-3-1 Hongo, Bunkyo-ku, Tokyo 113-8656, Japan) to improve the management and academic results of the 29th tRNA Conference.

This privacy notice is issued to 29th tRNA Conference participants to inform them that 29th tRNA Organizing Committee will collect, access, use and process their personal data in the manner described below.

1. Categories of personal data

We hereby inform you that we will collect, access, use and process the following categories of personal information:

- Name
- Address
- Affiliation and position
- Gender
- Email address
- Accompanying persons
- Dietary information

2. Legal basis and purpose

As per Article 6(1)(f) GDPR, we hereby inform you that we will use your personal data for the purpose of providing you with following services:

- Making accommodation or hotel arrangements
- Making transportation arrangements
- Making restaurant arrangements or other food arrangements
- Making other services arrangements
- Supporting you with the tours or with preparations for the tours
- Managing the itinerary or the preparation of the itinerary
- Considering, entering into, or performing contracts or other relationships
- Responding to your queries or requirements
- Maintaining our relations with you
- Responding to your queries
- Providing childcare
- Providing information on presentations at the conference

Furthermore, participants' personal data will be converted into a form that does not allow individual participants to be identified, and will be used for conference management and statistical purposes.

The 29th tRNA Conference Organizing Committee will manage the conference in order to achieve its operational objectives and to ensure that participants will benefit from participation, so that participants can enjoy the significance of their participation. To do so, we will acquire the minimum amount of personal information necessary.

3. Retention period

The 29th tRNA Conference Organizing Committee may retain your personal information for a certain period of time after the conference ends, from the preparation period to as long as there is a legal need to do so, such as accounting for the conference.

4. Data storage and transfer

The 29th tRNA Conference Organizing Committee may share participants' personal data with the conference's management company and other companies that provide services to participants, such as hotels, restaurants, transportation providers, travel agencies, etc. within and outside the EEA. Additionally, if your company is located outside the EEA, we will transfer your personal data on appropriate legal grounds based on company regulations and social compliance.

5. Prior consent

Where we require access to personal data that the GDPR considers sensitive, we will seek separate explicit consent from individuals prior to obtaining that data.

6. Your rights

As a customer you have a number of rights, among them are the rights to request access to your personal data, to have it corrected or deleted, and to object to our processing of your personal data.

Privacy Policy:

① We will ensure that everyone concerned is aware of the protection of personal information, and the chairman and all staff will comply with this. The 29th tRNA Conference Organizing Committee will abide by laws, guidelines, social norms and public policy regarding the handling of personal information.

② Regarding the collection, use and provision of personal information: we will collect personal information by appropriate and fair means and use it only for the operational purposes of this conference.

In the unlikely event that it becomes necessary to handle personal information beyond the scope of the intended use, we will ensure that we obtain the consent of the parties concerned and will not use the information for any purpose other than that intended.

③ We will implement thorough technical and rational measures to prevent unauthorized access, loss, leakage, falsification, etc. of all personal information handled by 29th tRNA Conference. We will also conduct regular verification of these.

④ We will communicate clearly the contact point for complaints, consultation, etc. regarding the protection of personal information, and will respond sincerely and promptly to requests from individuals.

If you require assistance or further information about how your personal data is used by us, please contact the Administrative Office via email: trna2024@chembio.t.u-tokyo.ac.jp.

If you are not completely satisfied with how your personal data request was handled, please contact your local Data Protection Supervisory Authority.