

Personal Information Protection Regulations

Badminton Association of Japan's Personal Information Protection and Management Regulations (established in 2005) will be revised in their entirety.

(Objective)

Article 1 These regulations, established by Badminton Association of Japan, a public interest incorporated foundation (hereinafter referred to as "the Association"), recognize the importance of protecting personal information in this advanced information and communications society, and stipulate the necessary matters regarding ensuring the proper handling of personal information in accordance with the Personal Information Protection Act.

(定義)

Article 2 In these regulations, the definitions of the terms set out in the following items shall be as set out in the respective items.

- (1) "Personal information" means information about an individual that can identify a specific individual (including information that can identify a specific individual when compared with other information).
- (2) Documents, etc. Documents, etc. refer to documents, drawings and electromagnetic records (records made in electronic, magnetic or other formats that cannot be recognized by human perception; the same applies below) that have been created or obtained by employees of the Association in the course of their duties and that are managed by such employees for organizational use.

(Responsibilities of the Association)

Article 3 In order to achieve the purpose of these regulations, the Association must take necessary measures to protect personal information.

2. Employees of the Association must not disclose to others any personal information that they have come to know in the course of their duties, nor use it for improper purposes. This applies even after they leave their jobs.

(Registration of personal information handling affairs)

Article 4 The Association must prepare and publicly announce a registry containing the following items for affairs that handle personal information (hereinafter referred to as "personal information handling affairs") and that use documents, etc. in which personal information is recorded in a manner that enables an individual to be searched for by the individual's name, date of birth or other description, or by a number, symbol or other code assigned to that individual (hereinafter referred to as "registration subject affairs").

- (1) Name of business to be registered
- (2) Purpose of the business to be registered
- (3) Personal information record items
- (4) Scope of recipients of personal information
- (5) Method of collecting personal information
- (6) Any other matters determined by the Association other than those listed in the preceding paragraphs.

2. When the Association intends to commence any business subject to registration, it must register the business in the registry in advance. The same applies when the Association intends to change any registered matters.

3. When the Association abolishes any registered registration subject business, it must cancel the registration of that registration subject business without delay.

(Collection Restrictions)

Article 5 When collecting personal information, the Association must clarify the purpose of the personal information handling business and collect the information by lawful and fair means to the extent necessary to achieve that purpose.

2. The Association shall not collect personal information related to the following items that may lead to the infringement of fundamental human rights, except when required by law or other regulations (hereinafter referred to as "laws, etc.") or when it is deemed necessary to achieve the purpose of the personal information handling business.

- (1) Matters relating to ideas, beliefs and religion
- (2) Crime-related matters
- (3) Matters relating to race and ethnicity
- (4) Other matters that may cause social discrimination

3. When collecting personal information, the Association must collect it from the individual in question, except in the following cases:

- (1) When provided for by law, etc.
- (2) When the individual gives consent.
- (3) When it is deemed urgent and unavoidable in order to protect the safety of an individual's life, body, or property.

(Restrictions on use and provision)

Article 6 The Association shall not use personal information within the Association beyond the scope of the purpose of handling personal information (hereinafter referred to as "use outside the intended purpose") or provide it to parties other than the Association (hereinafter referred to as "provision to outside parties"). However, this does not apply if any of the following items apply.

- (1) When provided for by law, etc.
- (2) When the individual gives consent.
- (3) When it is deemed urgent and unavoidable in order to protect the safety of an individual's life, body, or property.

2. When providing personal information to an external party, if the Company deems it necessary, the Company will request the recipient to impose restrictions on the purpose or method of use of the personal information or other necessary restrictions, or to take necessary measures to ensure its proper handling.

(Restrictions on provision through online integration)

Article 7 The Society shall not provide personal information to any party other than the Society by connecting computers or other information devices using communication lines (limited to those that make personal information held by the Society available to parties other than the Society at any time). However, this shall not apply in any of the following cases:

- (1) When provided for by law, etc.
- (2) Other cases where it is deemed particularly necessary to provide information through online integration.

(Proper Management)

Article 8 In order to properly manage personal information, the Association shall appoint a personal information protection manager, etc., and shall take the necessary measures with regard to the following items.

- (1) Personal information will be kept accurate and up-to-date.
- (2) Prevent the leakage, falsification, loss, damage, or other accidents of personal information.

2. The Association must reliably and promptly dispose of or delete any personal information that it no longer needs to retain.

(Measures accompanying the entrustment)

Article 9 When the Association intends to entrust the handling of personal information to another party, it must take the necessary measures to protect the personal information.

(Disclosure of personal information)

Article 10 When an individual requests disclosure of his/her personal information recorded in documents, etc. (hereinafter referred to as "disclosure request"), the Association must disclose the personal information to the individual without delay. However, if disclosure would fall under any of the following items, the Association may not disclose all or part of the personal information.

- (1) Information that cannot be disclosed to the individual pursuant to laws and regulations
- (2) Anything that may seriously impede the proper performance of the Association's business.
- (3) Anything that may be harmful to the life, body, property or other rights and interests of the person or a third party.

2. When the Association decides not to disclose all or part of the personal information requested pursuant to the provisions of the preceding paragraph, it must notify the individual of this decision without delay.

(How to Request Disclosure)

Article 11 Anyone requesting disclosure pursuant to the provisions of the previous article must submit to the Association a Disclosure Request Form (Appendix Form 1) containing the following items:

- (1) Name and address of the person requesting disclosure
- (2) Items necessary to identify the personal information to be disclosed
- (3) Any other matters determined by the Association other than those listed in the preceding two paragraphs.

2. The following persons may make a disclosure request on behalf of the person in question:

- (1) Legal representative of a minor or an adult ward
- (2) An agent appointed by the person concerned to make the disclosure request

3. The person making the disclosure request must submit or present to the Association the necessary documents specified by the Association to prove that he/she is the person or agent of the personal information pertaining to the disclosure request.

(Disclosure of personal information)

Article 12 If an individual requests correction (including addition and deletion; the same applies below) of their personal information recorded in a document, etc. due to a factual error (hereinafter referred to as a "request for correction"), the Association shall conduct any necessary investigation without delay and, based on the results, decide whether or not to correct the personal information.

2. When the Association makes a decision under the preceding paragraph, it must notify the individual of that fact without delay.

(Method of requesting correction)

Article 13 Anyone who wishes to make a request for correction pursuant to the provisions of the previous article must submit to the Association a Request for Correction (Appendix Form No. 2) stating the following items:

- (1) The name and address of the person making the request for correction
- (2) Items necessary to identify the personal information for which a correction request is to be made
- (3) Contents requested to be corrected
- (4) Any other matters determined by the Association other than those listed in the preceding three paragraphs.

2. A person who wishes to make a request for correction must submit or present documents, etc. proving that the content requested to be corrected corresponds to the facts.

3. The provisions of Article 11, paragraphs 2 and 3, shall apply mutatis mutandis to requests for correction.

(Suspension of use of personal information, etc.)

Article 14 If an individual requests correction (including addition and deletion; the same applies below) of their personal information recorded in a document, etc. due to a factual error (hereinafter referred to as a "request for correction"), the

Association shall conduct any necessary investigation without delay and, based on the results, decide whether or not to correct the personal information.

2. When the Association makes a decision under the preceding paragraph, it must notify the individual of that fact without delay.

(Method of requesting suspension of use, etc.)

Article 15 Anyone who wishes to request suspension of use, etc. must submit to the Association a Request for Suspension of Use, etc. (Appendix Form No. 3) containing the following items:

- (1) Name and address of the person requesting suspension of use, etc.
- (2) Items necessary to identify the personal information for which you wish to request suspension of use, etc.
- (3) Details of the request for suspension of use, etc.
- (4) Any other matters determined by the Association other than those listed in the preceding three paragraphs.

2. The provisions of Article 11, Paragraphs 2 and 3 shall apply mutatis mutandis to requests for suspension of use, etc.

(Fees, etc.)

Article 16: There will be no fees associated with the disclosure, correction, or suspension of use of personal information.

2. Pursuant to these regulations, any person who receives a copy of personal information must pay the amount specified in each of the following items according to the classification set forth therein.

- (1) Costs required for making copies of personal information: The amount set out in the attached table
- (2) Costs required for sending copies of personal information Postage charges

(Handling complaints)

Article 17 When the Association receives a complaint or inquiry regarding the handling of personal information, it must endeavor to handle it appropriately and promptly.

(Coordination with other systems, etc.)

Article 18 Where the provisions of laws and regulations prescribe procedures for the inspection, public viewing, provision of copies, correction or other similar procedures for personal information, these shall be governed by such provisions.

(Amendment and repeal)

Article 19: Any amendment or repeal of these regulations shall be made via a resolution from the Board of Directors.

| Supplementary Provisions

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| Supplementary Provisions

This regulation shall come into effect on March 17, 2013.