

**PRIVACY NOTICE ON THE 18TH INTERNATIONAL WORKSHOP
ON ACCELERATOR ALIGNMENT**

We, IWAA2026 organizing committee (OC), organize the 18th International Workshop on Accelerator Alignment at Tsukuba International Congress Center (EPOCAL TSUKUBA). We issue this Privacy Notice to you, Data Subject, to inform you of our collection, access, use and process your personal data in the way described below.

Categories of personal data

We hereby inform you that we collect, use and process the following categories of your personal data:

- Name
- E-mail Address
- Affiliation Name
- Nationality
- Food Restriction (if you wish)
- Visa related information as Passport Number (if you request Visa)
- Credit card or bank information for registration fee payment (only by JTB*)

Legal basis and purpose:

We hereby inform you that we use your personal data for the purpose of providing you following services:

- Managing the participants list
- Managing the presenters list
- Organizing presentation program, timetable, and locations
- Organizing the facility tours
- Making food arrangements for lunch boxes, reception, and banquet
- Preparing for Visa
- Managing the payment (only by JTB*)
- Responding to your queries or requirements
- Making other services arrangements

In addition, your personal data may be converted into statistical or aggregated data which cannot be used to identify you and then used to produce statistical research and reports. This aggregated data may be shared and used in the ways described above.

* JTB Corp., which has its registered offices at 2-3-11 Higashi-Shinagawa, Shinagawa-ku, Tokyo, Japan

Retention periods

We keep your personal data as long as there is a statutory or legal requirement to do so or in order to provide the aforementioned services to you. For accounting or auditing purposes we may retain your personal data for a period of time after our workshop management have ended.

Data storage and transfer

IWAA2026 OC will not share your personal data with third parties, except JTB which manages the participant registration and the fee payment for IWAA2026.

Your rights

You have a number of rights among them: the right to request access to your personal data, to have it corrected or deleted, and the right to object to our processing of your personal data. If you require assistance or further information, contact us via email: IWAA2026@ml.post.kek.jp