ICP 2027 Privacy Policy

International Conference on SolarEV City
18-20 March 2027 | Sendai, Japan

This policy explains how personal data is handled for ICP 2027 registration, paper submission and related conference services. References to GDPR rights and obligations apply where the EU General Data Protection Regulation is applicable.

Review status: Proposed wording. Bracketed fields and the implementation items on page 3 must be resolved before publication.

1 Data controller and contact

Data controller: [CONFIRM the legal name of the entity responsible for determining the purposes and means of processing].
Controller address: [CONFIRM the postal address of that entity].

Conference contact: ICP 2027 Secretariat, c/o Graduate School of Environmental Studies, Tohoku University, 6-6-20 Aramaki-Aza-Aoba, Aoba-ku, Sendai 980-8579, Japan.
Privacy enquiries: [CONFIRM dedicated address; proposed contact: takuro.kobashi.e5@tohoku.ac.jp].
Conference website: https://icp.kankyo.tohoku.ac.jp/icp2027/

EU/EEA representative and data protection officer: [CONFIRM whether either is required and provide contact details, or remove this line if neither applies].

2 JTB and other service providers

JTB Corp. supports conference registration and associated services. Its role for each activity will be defined in the applicable arrangements with the controller. When processing on the controller's behalf, JTB acts under documented instructions. Where JTB independently provides payment, accommodation or travel services, its own privacy notice also explains its processing.

3 Personal data collected

We collect only data needed for the relevant service: name, affiliation, email and necessary contact details; registration and attendance records; payment status and transaction references; and submitted papers, author details, topic selections and review correspondence.

Visa assistance or optional visits may require additional identity details, but only when needed and explained at the point of collection. Payment credentials are handled through the relevant payment provider. Dietary and accessibility requests are optional; please provide only information needed to arrange support.

4 Purposes and legal bases

Registration, paper submission, review, presentation scheduling, requested services and essential conference communications are processed as necessary to perform the relevant agreement or take requested steps before it (Article 6(1)(b)). Records required by law are processed under Article 6(1)(c), where applicable.

Optional future-event messages use separate consent (Article 6(1)(a)). Where dietary or accessibility details reveal health or religious information, we obtain explicit consent under Article 9(2)(a). Consent can be withdrawn; this may prevent the requested accommodation from being provided.

5 Data sharing and public conference information

Access is limited to those who need the data: authorized organizers and university staff; JTB and relevant system or payment providers; reviewers for paper assessment; and venues, accommodation or visit operators for services you request. Required information may also be supplied to authorities when legally necessary.

Reviewers receive the manuscript and author information needed for the review process, but not registration payment or dietary information. Accepted paper titles, author names and affiliations may appear in the public programme. Any publication of abstracts or full papers will be explained in the submission terms. Personal contact details are not published without an appropriate basis. We do not sell personal data.

6 International data transfers

Conference data is processed in Japan. For transfers subject to GDPR Chapter V, the European Commission's adequacy decision for Japan may be relied on only where the recipient and processing fall within its scope. Other transfers require an applicable transfer mechanism and, where required, appropriate safeguards.

[CONFIRM before publication: the recipients and countries involved, the applicable transfer basis for each relevant data flow, and how participants can obtain information about any safeguards. Include hosting, subcontractors and reviewers outside Japan.]

7 Retention

Operational data is kept only as long as needed to organize the event and complete follow-up, refunds, reconciliation and applicable reporting. Financial records are kept for the period required by the relevant legal obligations. Identity documents and sensitive service-request details are deleted when their specific purpose is complete, unless a legal requirement or unresolved claim justifies further retention.

Published programme information and any agreed proceedings may remain available as part of the conference record. Optional mailing-list data is kept until consent is withdrawn or the list is discontinued. These criteria will be applied through a confirmed retention and deletion schedule.

8 Your rights and choices

Where GDPR applies, you may request access, correction, erasure, restriction, portability or objection, subject to the conditions of the relevant right. You may withdraw consent at any time without affecting the lawfulness of earlier processing. Contact the privacy address in section 1 to make a request. You may also complain to the competent supervisory authority, including in your EEA country of residence or work.

Fields marked as required are needed to process registration or a requested service; without them we may be unable to provide that service. Optional consent is separate from registration. [CONFIRM whether any automated decision-making with legal or similarly significant effects occurs; disclose it if applicable.]

9 Security

The controller and its service providers use appropriate technical and organizational measures, including access controls and secure transmission, to protect personal data. Processor obligations and any permitted subcontracting are documented in the relevant agreements.

10 Updates and enquiries

Questions about this policy or your personal data should be sent to the privacy contact in section 1. Material changes will be notified through the conference website or another appropriate channel. The published version will show its effective date.