

## Privacy Policy Guidelines

The Japanese Society of Grassland Science (“Society”) sets forth these Guidelines for Handling of Personal Information (“Privacy Policy”) as follows, and strives to protect personal information appropriately thereby.

### 1) Collection of Personal Information

The Society collects, to the extent necessary, the information voluntarily provided by users of the services offered by the Society and individuals involved in the Society's operations. In principle, the Society will expressly specify the purposes of use when collecting the personal information, which will be in accordance with the information providers' intention. An information provider's intent to apply for membership to the Society or to continue their membership status means their acceptance of this Privacy Policy.

### 2) Use of Personal Information

The Society will use the collected personal information within the scope of the below purposes, and will not disclose the collected personal information to a third party without the specified individual's consent, except in the below-described circumstances.

1. For verifying the identity of a specified individual, communication concerning use of or application for the Society's services; invoicing for membership fees or costs, and providing the Society's services; as well as for providing the required information concerning members' use (including notification about changes to, or suspension, disruption, or cancellation of the terms of use);
2. For notifications about the Society's events (including annual general meetings, related events, and committee meetings); sending voting forms; and providing the required information regarding the Society's operations.
3. In addition to the foregoing, for providing information about the Society's services and conducting surveys to improve the Society's services.

The Society, however, might use or disclose the personal information for a purpose other than the foregoing in any of the following situations.

- (1) When the use or provision is pursuant to provisions in laws or regulations;
- (2) When the use or provision has the information provider's consent;
- (3) When the Society contracts out the handling of personal information, in whole or in part, to the extent necessary to achieve the purposes of the Society's activities (for example, when the Society makes known the

names and destinations to a company contracted to perform the activities of the Society's secretariat, including the management of members' information, management of membership fees, accounting management, and sending the Society's journals).

3) Management of Personal Information

The Society strives to manage the collected personal information properly, such that it is not divulged externally, altered, or lost. The Society's management, however, does not cover personal information disclosed by the information providers themselves or the personal information already in the public domain. The Society will manage and supervise its contractors, when it sub-contracts a company to handle the personal information.

4) Disclosure and Correction of Personal Information

The Society will, in principle, disclose without delay the personal information concerning the information providers themselves in response to a request by the personal information provider. Furthermore, the Society will, in principle, correct and change without delay the personal information, when the information providers themselves request a correction or the like about their personal information.

5) Changes to Privacy Policy

The latest Privacy Policy will always apply to the personal information collected by the Society. The Society's Privacy Policy might be changed without warning in accordance with a decision by the Society's Board of Directors. Any change will be immediately posted on the Society's website. The latest Privacy Policy will take effect from the date it is posted on the Society's homepage.

6) Contact Desk for Handling of Personal Information

The Society's secretariat will handle queries and consultations regarding the Society's Privacy Policy. The secretariat office: c/o NARO Institute of Livestock and Grassland Science, Senbonmatsu, Nasushiobara, Tochigi 329-2793, Japan.  
E-mail: [secretary@grasslandscience.jpn.org](mailto:secretary@grasslandscience.jpn.org)

Approved by the Board of Directors on February 8, 2016, amended on October 20, 2022.