**READ JAPAN PROJECT**

**Consent for the Collection and Processing of Personal Data Based on the GDPR**

Under the terms of the Regulation (EU) 2016/679 (the General Data Protection Regulation, or the “**GDPR**”), which sets out rules on data protection and privacy in the European Union (EU) and the European Economic Area (EEA), the Tokyo Foundation (referred to as the “**TKFD**” or “**we**”) which administers the READ JAPAN PROJECT (the “**Project**”) hereby requests representative and contact person of applicants to the Project (referred to as an “**Applicant Officer**” or “**you**”) to consent to TKFD’s obtaining and processing the following personal data about you. Please read carefully and be informed of the matters described in this consent form and thereupon, if you agree to our obtaining and processing your personal data setting forth in this consent form, place a check in the box below and sign your consent.

**1. Processing of Personal Data**

TKFD processes the personal data of the Applicant Officer to whom those regulations apply in accordance with the applicable EU and EU member states’ regulations on data protection, in particular, the GDPR.

**2. Legal Base for Processing / Purpose of Processing**

By obtaining your express consent in advance by this consent form, we will obtain and process your personal data based on such consent (GDPR Article 6(1)(a)), for the purpose (the “**Purpose**”) of implementing the Project, including shipping the requested and confirmed books to the successful applicant to the Project. In such regard, we (or JPIC (as referred in Clause 6 below) on our behalf) may contact you by email, post, phone, and other means for the purposes of implementing the Project.

**3. Personal Data to be Collected and Used**

We will collect and use the following personal data about you for the Purpose:

***Representative of applicant***

1. Title (Mr., Ms., Mx., Dr., Prof., Prof. Dr.) and full name of representative
2. Job title (Example: Chief Librarian, Dean, Executive Director, President)
3. Regularly used email

***Contact person of applicant***

1. Title (Mr., Ms., Mx., Dr., Prof., Prof. Dr.) and full name
2. Job title (Example: Librarian, Program Officer, Coordinator, etc.)
3. Regularly used email
4. Phone number including country code

**4. Refusal to Provide Personal Data**

The provision of personal data of the Applicant Officer is necessary for the applicant to apply to the Project administered by TKFD and to be provided with services by TKFD under the Project. If personal data is not provided, the relevant applicant will not be successful in the Project as TKFD may not be able to provide a service in whole or in part under the Project, and therefore the relevant applicant will not pass the screening process of the Project.

**5. Retention Period for Personal Data**

We will retain your personal data for as long as necessary to fulfill the Purpose for obtaining and processing your personal data. Specific retention periods are decided based on the considerations whether all necessary correspondences have ended for implementing the Project, including shipping, record keeping, and reporting.

**6. Sharing and Disclosure of Personal Data**

We share and disclose your personal data to the following third parties in accordance with the GDPR for the Purpose.

* The Japan Publishing Industry Foundation for Culture (“**JPIC**”), to which operation of the Project is entrusted by TKFD in the capacity of the Read Japan Project Team;
* Transportation companies, and post offices within or outside the EU and EEA areas for shipping the requested and confirmed books; and
* Other Project contractors, to which TKFD (or JPIC on TKFD’s behalf) outsources certain tasks regarding the Project, including the ordering, packaging, and shipping of books, as well as the development and management of the application system for the Project.

**7. Data Transfer**

As the result of the aforementioned sharing and disclosure for the Purpose, in some cases your personal data may be transferred to non-EU/EEA countries, including Japan. In the case of transferring your personal data to a non-EU/EEA country or region without secured data protection at an adequate level, except when your prior consent to such transfer pursuant to the GDPR (Article 49(1)(a)) is separately obtained, we will implement appropriate safeguards in accordance with the GDPR and the laws and regulations of EU/EEA member states before transfer by executing with the transferee the standard data protection clauses. If you wish to receive a copy of documentation related to these safeguards, please inquire us at contact details set forth in Clause 11. In regard to the foregoing, Japan has been recognized by the European Commission as ensuring an adequate level of protection (<https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions_en>).

**8. Right to Withdraw Your Consent**

You have the right to withdraw your consent hereunder at any time without affecting the lawfulness of processing of your personal data based on consent before the withdrawal.

**9. Rights regarding Personal Data**

You have, under the provisions of the GDPR, the following rights regarding your personal data obtained and processed by TKFD:

1. The right to obtain from us confirmation of whether your personal data is or is not being processed and, if so, access to said personal data and information on how it is being processed;
2. The right to have us rectify inaccurate your personal data without undue delay and the right to have us complete any incomplete personal data taking into account the Purpose;
3. The right to have us erase your personal data without undue delay, if certain conditions are satisfied;
4. The right to have us restrict processing of your personal data, if certain conditions are satisfied;
5. The right to receive your personal data provided to us in a structured, commonly used, and legible format and the right to transfer this data to another data controller without obstruction from us;
6. The right to oppose, for legitimate reasons, the processing of your personal data and the right to oppose the use of such personal data.

If you intend to exercise the aforementioned rights, please inquire at the contact details stated in Clause 11 below.

**10. Right to Lodge a Complaint**

You may lodge a complaint in relation to our processing of your personal data with the Data Protection Supervisory Authority or the authority in your place of residence, place of work or place of the alleged infringement within the EEA.

**11. Contact Details**

You may, at any time, exercise the rights above by contacting TKFD at the following contact detail:

***Data Controller***

The Tokyo Foundation

Address: 5F, The Sasakawa Peace Foundation Bldg., 1-15-16 Toranomon, Minato-ku, Tokyo, Japan

Email address: readjapanproject@tkfd.or.jp,

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***Consent Declaration***

[ ]  I fully understand the matters set forth in the above and thereupon hereby consent to TKFD’s obtaining and processing of the abovementioned personal data of mine for the Purpose.

Full name (print): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date : **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**