**The Nippon Foundation Book Donation Project**

**CONSENT FORM – LIBRARY DIRECTOR AND CONTACT PERSON**

This consent form is issued by the Nippon Foundation, based in 1-2-2 Akasaka Minato-ku Tokyo 107-8404 Japan, which controls and processes your personal data in the way described below,

1. **Request for your consent to transfer your personal data outside the EEA (Japan).**

We hereby request your consent in order to obtain and transfer the following personal data about you:

* Director’s Name and E-mail address
* Contact Person’s Name and E-mail address

Name of institution and library

Address and Telephone Number of institution/ library

The processing of this data is carried out in your interest, in order to enable us to donate books through our project (Article 6(1)(f) GDPR).

1. **How long do we keep your personal data**

We will only retain your information in order that we are able to meet the abovementioned purposes. This will usually require us to retain your information for a set period of time after any relationship has ended for accounts and records purposes.

1. **Transfers of data to other companies and countries**

We will store your personal data on our systems located in Japan.

Furthermore, we will share your personal data with other companies and entities which may be located within or outside the EEA. Such entities may include Japan Publishing Industry Foundation for Culture(JPIC), project contractors, transportation companies and post offices within or outside the EEA.

The transferring of your personal data to countries on which the European Commission has not adopted its adequacy decision is based on your explicit consent (Article49(1)(a) GDPR). By checking the box in Consent declaration (item 5) below, you shall be deemed to have agreed to transfer your abovementioned personal data outside the EEA . With this consent, this data will be transferred to the countries which have not decided by the Commission to ensure an adequate level of protection of personal data without protection measures such as standard contract clauses.

We shall protect personal data regardless of its destination countries.

At any time you may decide to withdraw your consent in relation to the transferring of your personal data. Until then, we will transfer this data outside the EEA (Japan) for the purposes described above. If you withdraw your consent, we may be unable to continue to undertake our activities with regard to the processing of your data.

1. **Your rights and requests**

You have the following rights:

* Access to personal data: You have the right to be provided full information about your personal data that we hold.
* Data correction: You have the right to require that we correct any incorrect information that we hold about you.
* Data deletion: You may also have the right to ask us to delete your personal data, when certain conditions apply.
* Restriction on processing of personal data: You may have the right to ask us to restrict the processing of your personal data, when certain conditions apply.
* Object to procissing of personal data: You may have the right to object to our processing of your personal data, when certain conditions apply.
* Portability of personal data: You may have the right to receive your personal data in a structured and commonly used format, when certain conditions apply.

To exercise your rights, or if you require further information about how we use your personal data, then contact:

The Nippon Foundation

1-2-2 Akasaka, Minato-ku, Tokyo, Japan

email：bookproject@ps.nippon-foundation.or.jp

In case you are not satisfied with how we have handled your personal data request or how we obtain/use your data, then you may wish to lodge a complaint by contacting a Data Protection Supervisory Authority; for example, the Authority of your place of residence within the EEA.

1. **Consent declaration**

[ ]  I hereby consent to the transferring of the abovementioned personal data of mine in the abovementioned manners after having been informed of the possible risks of such transfers for the data subject due to the absence of an adequacy decision and appropriate safeguards.

Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_