

Japan Society of Northern California Privacy Policy

Effective Date: October 19, 2020

This Privacy Notice applies to any information that can reasonably be used to identify a natural person directly or indirectly (“Personal Information”) collected by the Japan Society of Northern California (“JSNC”, “we” or “us”) through websites, applications, or events operated by JSNC on behalf of itself and/or its subsidiaries (each, a “Site”), as well as any Personal Information provided to JSNC by any means.

Your privacy is important to us. We encourage you to read this Privacy Notice in its entirety before using our Sites or submitting Personal Information to us. If you choose to provide us with your Personal Information, you are telling us that you understand and accept the practices detailed in this Privacy Notice.

Our Sites may link to a limited number of other websites or applications. JSNC is not responsible for the practices of these third party websites and applications. We encourage you to read the privacy statements for each website you visit.

When do we collect Personal Information?

We collect Personal Information:

- when you **provide it to us**
- when you interact with us via **social media**
- when you **use our Sites**

Information you provide to us:

You may give us Personal Information when:

- you use our Sites, or interact with us or our representatives
- you donate to us
- you sign up for or participate in one of our events
- we communicate with each other
- you sign up for our mailing list or newsletters
- you leave a comment on one of our Sites or social media feeds
- you order products from us and/or have them shipped to you or others

Social Media:

We may obtain information about you from your social media accounts or services when you choose to interact with us (for example, when you log in to leave a comment on a social media platform such as Facebook, Instagram, Twitter, LinkedIn, or YouTube) Please check your settings and the privacy policies of the social media sites you use for more information.

We may also use cookies to enhance your experience while using our website.

What information do we collect?

We collect Personal Information that helps us make informed decisions about the resources we provide and manage, fundraise more efficiently, and give you the best possible experience during our events, on our website, and from our communications.

Examples of the information we collect include:

If you **donate to us**, we usually collect:

- Name
- Company name, if applicable
- Company or personal address
- E-mail address

If you **volunteer with us or sign-up for our events**, we will usually collect your:

- Name
- E-mail address
- Telephone number, if applicable

How do we use your Personal Information?

In general, we **use your Personal Information** to:

- send you updates and other communications
- answer your inquiries
- keep a record of your engagement with us
- improve our services, provide technical support, address problems with our Sites and protect their security and integrity
- comply with legal requirements that apply to us

We may use **direct communications** to let you know what JSNC is doing and how your support makes a difference. We will always respect your preferences and endeavor to send you information that you might find interesting, in the format you prefer. If you no longer wish to receive direct communications from us:

- For e-mail communication, you can update your preferences anytime or opt out by using the unsubscribe link in the footer of each email.
- Texting for volunteers and Board for specific events, such as our annual Gala.

Who has access to your Personal Information?

Trained Staff

The Personal Information we hold about you is only accessible by trained staff, volunteers, and contractors.

Vendors

We use other companies to help us manage and store personal data, and to carry out certain activities on our behalf. These may include service providers that (a) conduct research and analytics; (b) create content; (c) host our Sites; (d) handle donations; (e) sell event tickets and register attendees; (f) maintain our databases; (g) hold online programs or meetings; or (h) otherwise provide support to us.

Partner organizations

We may share your contact information with other like-minded organizations that we partner with, such as program co-sponsors, and they may contact you or solicit from you.

However, we will not:

- Sell or exchange under any circumstances your payment information with any organization other than the service providers that help us process your donations or payments.

Other

We may be required to disclose your Personal Information to governmental authorities or to third parties pursuant to law enforcement inquiries, court orders, subpoenas and similar requests. We may also share when we otherwise believe in good faith that such disclosure is necessary or appropriate in connection with any activity that may violate the law; is contrary to our policies, or may expose us or others to liability.

How do we keep Personal Information about you safe?

We use appropriate technical and organizational measures and precautions in order to protect Personal Information and to prevent the loss, misuse, or alteration of your Personal Information.

While we work to keep Personal Information about you safe, we cannot guarantee its security.

How long do we keep Personal Information?

We retain Personal Information about you in our database for as long as it is reasonably necessary to comply with our mission. If you request to receive no further communications from us, we will keep some basic information about you on our suppression lists in order to avoid sending you unwanted communications in the future.

Information on Children

We do not knowingly collect personal information from children under 13. Our Sites are not intended to solicit information of any kind from children under 13, and we have designed them to not knowingly accept information from children under 13.

Changes to this Privacy Notice

JSNC will occasionally update this Privacy Notice as changes to our Sites or practices necessitate it. If we make any significant changes in the way we treat your Personal Information, we will make this clear on our websites or by contacting you directly.

How to contact us

This Privacy Notice was prepared to be as comprehensive as possible, but it does not include an exhaustive list of every aspect of our collection and use of Personal Information. However, we would be happy to provide any further information or explanation about our practices.

If you have any questions, comments or suggestions, please let us know by contacting us at jsnc@usajapan.org.