

**2025**

**Hakuhodo Foundation**

# **15th Japanese Language Exchange Program**

## **Application Guide for Overseas Schools**

Applications for next year's "Japanese Language Exchange Program" are now open.

We look forward to receiving many applications.

January 5, 2024

Organizer: Hakuhodo Foundation

Support: Ministry of Education, Culture, Sports, Science and Technology Japan



## 1. Project objective

The objectives of this program are to "develop individuals who can work together with individuals from different cultures to address social issues."

Junior high school students from approximately 10 countries including Japan participate in various activities within the program while valuing the Japanese language.

In the activities, students will "Understand other individual's opinions → Understand his/ her background (culture) → Recognize the difference between his/ her and their own culture → Form their own opinions → Communicate → Agree → Take action.

Through these experiences, we aim to take the first step toward achieving our goal.

## 2. Project overview

The project is open to middle schools outside of Japan that teach a Japanese curriculum. This project invites students studying Japanese at overseas schools and their accompanying teachers to Japan for international exchanges and intercultural experiences in Japanese with Japanese students of the same age.

The project consists of main and sub-programs.

[Main programs]

- ◆ Camp-style extracurricular activities for students from overseas and Japanese schools
- ◆ Japanese school visit for overseas students
- ◆ Homestay for overseas students

In order to make the exchanges in the main program meaningful, we will implement the following three sub-programs.

[Sub-programs]

- ① Preparatory training in Japan and visit to Japanese schools by Japanese language teachers from overseas schools
- ② Advance online school exchange
- ③ Post-program online school exchange

## 3. Project flow

2024 January-February	Application for overseas schools	*January 5- February 19: Application form submission
Monday, 11 November - Friday, 29 November 2024	Sub-program ①; Preparatory training and visiting to Japanese schools for overseas teachers	*Teachers at overseas schools visit to Japan and participate in the preparatory training in order to experience the main program and learn how to teach students. *Teachers from overseas schools will visit to Japanese schools and interact with Japanese students.
March - April 2025	Sub-program ②; Advance online school exchange	*This program focuses on school introductions and self-introductions prior to the main program. *Schedule and other details will be decided after coordination with Japanese schools.
May 14th (Wednesday) - May 27th (Tuesday), 2025 <tentative>	Main Program; Japanese Language Exchange Program	*Training camp-style extracurricular activity (3 days and 2 nights) with Japanese schools from May 16th to May 18th *Visiting Japanese schools (3 days) • Interaction through classes, school lunches, and extracurricular activities in Japanese schools. *A homestay (3 days and 2 nights) will be held.

July 2025 ~	Sub-program ③; Post-program online school exchange	*Schedule and other details will be decided after coordination with Japanese schools.
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#### 4. Program overview

##### (1) Sub-program; Preparatory Training in Japan for Overseas Teachers

This is a preparatory training program for the main program (Japanese Language Exchange Program). Accompanying teachers from participating overseas schools visit Japan.

- (a) Period of stay in Japan: Monday, 11 November – Friday, 29 November 2024 (tentative)  
– Online training will be held prior to and following the stay in Japan.
- (b) Training content: Preparatory experience of the main program, teaching methods to help students to prepare for their exchange with Japanese schools, experiencing school visits, etc.
- (c) Planned support: Return airfare to Japan; departure and airport taxes; Japan visa fee; accommodation, meals and activities (including training and travel) while in Japan; international travelers' insurance

##### (2) Main program; Japanese Language Exchange Program

This is an exchange program between overseas students and Japanese students. Overseas students and their accompanying teachers visit Japan for international exchanges in Japanese and intercultural experiences with Japanese students.

- (a) Period of stay in Japan: Wednesday, 14 May – Tuesday, 27 May 2025 (tentative)  
– Online school exchanges (sub-program) will be held prior to and following the stay in Japan.
- (b) Program content: Get-Together-Camp, school visits, cultural and social experiences, exchange events, etc. (There may be a homestay.)
- (c) Number of schools: Around 10 schools
- (d) Participants per school: 4 students and 1 accompanying teacher  
(participation of school officials in addition to the 1 accompanying teacher is not permitted)
- (e) Planned support: Return airfare to Japan; departure and airport taxes; Japan visa fee; accommodation, meals and activities (including training and travel) while in Japan; international travelers' insurance

– Teachers who accompany students from schools selected to participate in the Program must attend “Preparatory Training in Japan for Overseas Teachers” described in (1) Sub-program.

#### 5. Eligibility

Applications for the Japanese Language Exchange Program are open to schools only. Applying schools must meet all the following requirements.

- (1) The school must be recognized as a formal middle school-level educational institution by its national government.
- (2) The school must be engaged in teaching Japanese classes to students between the ages of 12 and 16, the target age of the Program.

- (3) The school must be able to obtain any necessary government or other permission required for participation in the Program and the Preparatory Training in Japan for Overseas Teachers.
- (4) The school must be able to actively and collaboratively prepare for and undertake the Program and Preparatory Training in Japan for Overseas Teachers if selected.
  - Schools that have participated in the Program previously are eligible to apply.
- (5) The school must be able to select and send an accompanying teacher to Japan to participate in both the Program and Preparatory Training in Japan for Overseas Teachers.
- (6) In accordance with the rules of the country, state, upper educational institution, school, etc., there must be no personnel that are required to accompany participants other than one accompanying teacher and four students.
- (7) School must select an accompanying teacher who meets the following requirements:
  - (a) The teacher must be employed by the applying school as a Japanese language teacher until at least the end of the Program.
  - (b) The teacher must be able to participate in both the Program and Preparatory Training in Japan for Overseas Teachers.
  - (c) The teacher must have Japanese ability of at least JF Standard for Japanese-Language Education level B1\* or Japanese-Language Proficiency Test level N3\*\* at the time of application.
 

<Reference>

    - \* JFS B1 level: You can deal with most things that might happen when you are traveling in the area where the language is spoken, etc.  
Source: [https://jfststandard.jp/pdf/1\\_global\\_scale\\_eng.pdf](https://jfststandard.jp/pdf/1_global_scale_eng.pdf)
    - \*\* N3 level: Able to understand Japanese used in everyday situations to some degree.  
Source: <https://www.jlpt.jp/e/about/levelsummary.html>
  - (d) The teacher must not be a graduate of Japan's compulsory education system (defined as the nine years from elementary school through junior high school).
  - (f) The teacher must be physically and mentally fit.
- (8) Schools must have enrolled students that meet the following requirements.
  - (a) Age 12–16
  - (b) Have studied Japanese for at least six months at the time of application for this Program.
  - Following selection of a school for participation in the Program, teachers and students who are found by the Foundation through examination of submitted documents, etc. to not meet the requirements for participation, or who are ineligible for the Foundation's nominated international travelers' insurance scheme may be disqualified from participation.  
(Details are listed in the "Terms and Conditions for Overseas Schools" that will be provided after school selection has been completed.)

## 6. Application procedure

- (1) Application documents
  - (a) Participant Application Form
 

Complete the provided form in the language specified.

Applications that are not completed as specified, or that are submitted without the handwritten signature of the head of the educational institution (school principal) will be invalid.

Part 3 (3-1/3-2) of the Participant Application Form must be handwritten in Japanese by the accompanying teacher.

(b) Japanese ability self-assessment checklist

The accompanying teacher should fill in the provided checklist and submit it together with their application.

(c) Japanese Language Proficiency Test (JLPT) Certificate of Proficiency

Accompanying teachers who hold a Certificate of Proficiency from the Japanese Language Proficiency Test are requested to submit a copy with the application form.

(d) Consent for the Handling of Personal Data

A consent form regarding the provision and protection of personal data is included in the application documents. It must be completed by the accompanying teacher. Applications submitted without the consent form will not be considered.

(2) Where to obtain the application documents

Application documents are available on the HakuHodo Foundation website:

<https://www.hakuhodofoundation.or.jp/download/>

(3) Application period and address for submission of applications

Application period: Applications must arrive at the designated address between Friday, 5 January and Monday, 19 February 2024.

- The designated address for submission of applications is different for each country. Please refer to pages 6-9 for the designated address for submission in your country.
- Only applications that reach the designated organization by Monday, 19 February 2024 will be considered.
- Application documents must be submitted by post. Applications received by fax or email will not be considered.
- Please note that the original application documents will not be returned.

## 7. Screening

Applications will be screened rigorously, giving weight to the following, by a judging panel chosen by HakuHodo Foundation. The screening criteria and process are confidential.

- (1) Motivations and objectives for participation are clear and in line with the intentions of the Program.
- (2) Positive effects from the exchange can be expected for participating Japanese schools.
- (3) The school and accompanying teacher have applied understanding the objectives of the Program.
- (4) The accompanying teacher has sufficient Japanese language ability to be able to participate in the Program.
- (5) The school is deemed by the judging panel to be suitable for participation in the Program.

## 8. Notification of results

Applying schools will be notified as to whether they have been selected in June 2024.

Note that we cannot respond to individual inquiries about selection results.

## **9. Disclosure of information about participating schools**

The name and other information about schools selected to participate in the Program will be posted on the Hakuodo Foundation's website, etc.

## **10. Precautions regarding infectious disease, etc.**

Depending on the spread of infectious disease in each country, all or part of this program may be canceled or postponed.

The following precautions apply to the postponement of and participation in the program.

- (1) In the case that the program is postponed for one year
    - (a) The program will be postponed for one year only, and will not be postponed for a second year or beyond.
    - (b) There shall be no change in the accompanying teacher. (Any changes will be subject to re-screening)
    - (c) Online activities will be conducted during the period of postponement.
  - (2) In the case participation of a portion of the selected schools is postponed
    - (a) The school whose participation is postponed may participate in the following year's program.  
The program will be postponed for one year only, and there will be no postponement after the second year.
    - (b) There shall be no change in the accompanying teacher. (Any changes will be subject to re-screening.)
    - (c) Online activities will be conducted during the period of postponement.
- Depending on the situation at the time of your arrival in Japan, you may need to be vaccinated in accordance to the requirements of the governments of each country.

## Addresses for submission of application documents

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■ **Australia: The Japan Foundation, Sydney** (<https://www.jpff.org.au/>)

The Japan Foundation, Sydney  
Level 4, Central at Central Park, 28 Broadway, Chippendale, NSW 2008, Australia  
Tel: +61-2-8239-0055

■ **Brazil: Fundação Japão** (<https://fjisp.org.br/>)

The Japan Foundation, São Paulo  
Avenida Paulista 52, 3º andar Bela Vista CEP 01310-900, São Paulo, SP, Brasil  
Tel: +55-11-3141-0843 / +55-11-3141-0110

■ **Canada: The Japan Foundation, Toronto** (<https://tr.jpff.go.jp/>)

The Japan Foundation, Toronto  
2 Bloor Street East, Suite 300, PO Box 130, Toronto, Ontario, M4W 1A8, Canada  
Tel: +1-416-966-1600

■ **France: Maison de la culture du Japon à Paris** (<https://www.mcjp.fr/>)

The Japan Cultural Institute in Paris  
101 bis, quai Jacques Chirac, 75740 Paris Cedex 15, France  
Tel: +33-1-44-37-95-00 Fax: +33-1-44-37-95-15

■ **Germany: Japanisches Kulturinstitut, Köln** (<https://co.jpff.go.jp/>)

Japanisches Kulturinstitut Köln  
Universitätsstraße 98, 50674 Köln, Bundesrepublik Deutschland, Germany  
Tel: +49-221-9405580 Fax: + 49-221-9405589

■ **Hungary: Japán Alapítvány Budapesti Iroda** (<https://japanalapitvany.hu/>)

The Japan Foundation, Budapest  
Oktogon Ház 2F, 1062 Budapest, Aradi utca 8-10, Hungary  
Tel: +36-1-214-0775 Fax: +36-1-214-0778

■ **India: The Japan Foundation, New Delhi** (<https://nd.jpff.go.jp/>)

The Japan Foundation, New Delhi  
A-13 Aurobindo Marg, Green Park, New Delhi, 110016, India  
Tel: +91-11-4606-5769/ 4558-8698

■ **Indonesia: The Japan Foundation, Jakarta** (<https://ja.jpff.go.jp/id/>)

(Official social media accounts: [https://www.instagram.com/JF\\_Jakarta/](https://www.instagram.com/JF_Jakarta/)  
<https://www.facebook.com/JFJakarta/> [https://twitter.com/JF\\_Jakarta](https://twitter.com/JF_Jakarta))

The Japan Foundation, Jakarta  
Summitmas II, 1-2F, Jalan Jenderal Sudirman, Kav. 61-62, Jakarta 12190, Indonesia  
Tel: +62-21-520-1266 Fax: +62-21-525-1750

■ **Italy: Istituto Giapponese di Cultura in Roma** (<https://www.jfroma.it/>)

The Japan Cultural Institute in Rome  
Via Antonio Gramsci 74, 00197 Roma, Italy  
Tel: +39-06-322-4754 Fax: +39-06-322-2165

■ **Malaysia: The Japan Foundation, Kuala Lumpur** (<https://www.jfkl.org.my/>)

The Japan Foundation, Kuala Lumpur  
18th Floor, Northpoint Block B, Mid-Valley City, No.1, Medan Syed Putra, 59200, Kuala Lumpur,  
Malaysia  
Tel: +60-3-2284-6228

■ **Mexico: Fundación Japón en México** (<https://mc.jpfi.go.jp/>)

The Japan Foundation, Mexico  
Av. Ejército Nacional #418 Int. 207, Col. Polanco V sección, C.P. 11560 CDMX México  
Tel: +52-55-5254-8506

■ **Mongolia: Монгол-Японы Хүний Нөөцийн Хөгжлийн Төв** (<http://japan-center.edu.mn>)

Mongolia -Japan Center for Human Resources Development  
The Mongolia-Japan Center Bldg., P.O.Box 190, Ulaanbaatar-46a, Mongolia, 14200  
Tel: +976-75110879 Fax: +976-11-317528

■ **Philippines: The Japan Foundation, Manila** (<https://jfmo.org.ph/>)

The Japan Foundation, Manila  
23 Fl., Pacific Star Building, Sen. Gil Puyat Avenue, corner Makati Avenue, Makati City,  
Metro Manila, 1226, Philippines  
Tel: +63-2-8811-6154

■ **Romania: Asociația Profesorilor de Limba Japoneză din România**

(<http://kyoushikai.wordpress.com/>)  
Association of Japanese Language Teachers in Romania (APJR)  
C/O Alexandra BARANYI, President  
Alexandra BARANYI, Str. Radu Boiangiu nr. 8, bl. 38, sc. A, et. 11, ap. 45011387, Bucharest,  
Romania  
Tel: +40-7-31 694 496

■ **Russia: The Japan Foundation, Moscow** (<https://jpfmw.ru/?lang=ru>)

The Japan Foundation, Moscow  
Please contact "The Japan Foundation, Moscow" according to the information published at the  
time of application.

■ **Spain: Fundación Japón, Madrid** (<https://md.jpf.go.jp/>)

The Japan Foundation, Madrid

2a planta del Palacio Cañete Calle Mayor, 69 28013 Madrid, Spain

Tel: +34-91-310-1538

■ **Sri Lanka: The Japanese Teachers' Association of Sri Lanka**

(<https://sites.google.com/site/nihongokyoshikaisuriranka/>)

The Japanese Language Teachers' Association of Sri Lanka

The Embassy of Japan in Sri Lanka, 4th floor, M2M Veranda Office, No.34,

W.A.D. Ramanayake Mawatha, Colombo 2, Sri Lanka

Contact Person: Ms. Nayomi Wijesekara (Culture & Information Specialist)

Tel: +94 767677588

■ **Taiwan: 東海大学 日本語文化学系** (<https://japan.thu.edu.tw/web/>)

Department of Japanese Language and Culture, TungHai University

No.1727, Sec.4, Taiwan Boulevard, Xitun District, Taichung City 407224, Taiwan R.O.C.

Tel: +886-4-2359-0121 #31701 Fax: +886-4-2359-0258

■ **Thailand: เจเนปนฟาวน์เดชั่น กรุงเทพฯ** (<https://ba.jpf.go.jp/en/home-en/>)

(Official social media accounts: <https://www.facebook.com/jfbangkok/>

<https://twitter.com/JFBKK>

[https://www.instagram.com/japanfoundation\\_bkk/](https://www.instagram.com/japanfoundation_bkk/)

<https://www.youtube.com/channel/UCQ7gvbL8k4HDDn24TojRBgg>)

The Japan Foundation, Bangkok

10F Sermmit Tower, 159 Asoke Montri Road, Bangkok 10110 Thailand

Tel: +66-2-260-8560 Fax: +66-2-260-8565

■ **Turkey: Türk Japon Vakfı** (<http://www.tjv.org.tr>)

The Turkish-Japanese Foundation Culture Center

Ferit Recai Ertugrul, Cad. No.2 Oran, 06450 Ankara, Turkey

Tel: +90-312-491-1748 Fax: +90-312-491-1752

■ **UK: The Japan Foundation, London** (<https://www.jpf.org.uk/>)

The Japan Foundation, London

101-111 Kensington High Street, London, W8 5SA, United Kingdom

Tel: +44-20-7492-6570

■ **USA: The Japan Foundation, Los Angeles** (<https://www.jflalc.org/>)

5700 Wilshire Boulevard, Suite 100 Los Angeles, CA 90036, USA

Tel: +1-323-761-7510

■ **Vietnam: Trung tâm Giao lưu Văn hóa Nhật Bản tại Việt Nam** (<https://hn.jpf.go.jp/>)

The Japan Foundation Center for Cultural Exchange in Vietnam  
No. 27 Quang Trung Street, Hoan Kiem District, Hanoi, Vietnam  
Tel: +84-24-3944-7419 Fax: +84-24-3944-7418

■ **Other Countries: Hakuhodo Foundation Program Secretariat**

“Japanese Language Exchange Program” Secretariat  
C/o e-side, Inc., 5th Fl., IzumiTamachi Building, 5-27-6 Shiba, Minato-ku, Tokyo, 108-0014, Japan  
Tel: +81-(0)3-6435-8789 Fax: +81-(0)3-6435-8790  
E-mail: [hakuho.gn@e-side.co.jp](mailto:hakuho.gn@e-side.co.jp)

This program is undertaken with the cooperation of the Japan Foundation, the Association for Japanese-Language Teaching (AJALT), the Association of Japanese Language Teachers in Romania, the Japanese Teachers’ Association of Sri Lanka, the Mongolia-Japan Center for Human Resources Development, Tunghai University and the Turkish Japanese Foundation Culture Center.

## Processing of Personal Data

The Foundation properly processes personal data collected by us and personal data received from award winners, contributors and invitees in accordance with the Act on the Protection of Personal Information (Act No. 57 of May 30, 2003; hereinafter, the "PIPA").

### Basic principles regarding Protection of Personal Data

In relation to the processing of personal data, the Foundation clarifies the following basic principles and will comply with the same.

#### 1. Compliance with related laws and regulations

We will comply with the PIPA and related laws and regulations, as well as contracts and the internal rules of the Foundation.

#### 2. Proper acquisition and use of personal data from data subjects

The Foundation will process personal data obtained from a data subject only within the scope of the following purposes of use and only when consent for processing is obtained from the data subject or as stipulated in the PIPA.

### Japanese Language Exchange Program

Types of Information Obtained	Purpose of Use	Method of Obtaining Information
Basic information (address, name, sex, date of birth, nationality, phone number, e-mail address, educational background, work history, face photo)	-Screening for participation in the program -Administrative communications to program participants -Analysis of reference information for future solicitation and application guidance -Sending out announcements, greeting cards, publications and questionnaires about projects sponsored by the Foundation	-Upon program application: Obtained from the applicant or the representative of organization in writing
Information regarding previous international exchanges and Japanese language proficiency (Previous international exchanges, Japanese Language Proficiency Test, time spent in Japan, Japanese language study, writing and Japanese language proficiency self-assessment checklist)	• Screening of program participants • Educational guidance during program implementation	At the time of program application; to be received from the individual or representative of his/her affiliation organization in writing
Information necessary for travel and residence (passport information)	-Travel arrangements for the program	Upon program participation confirmation: Obtained from the applicant or the representative of organization in writing
Information required for security control and health management* (health information, allergy information, religion information)	-Determining whether to allow participation in the program -Health management and meal arrangements during the program -Arrangements for other religious necessities	Upon program participation confirmation: Obtained from the applicant or the representative of organization in writing or orally

<p>Image and video information (Group A: images and videos from program participation; Group B: images and videos from the pre-program exchange meeting)</p>	<p>Group A, Group B →          -Records and analysis of activities, publications, implementation of various plans such as courses sponsored by the Foundation, utilization in consultations with and advice to educators          Group B →          -Posting of school introduction video messages and implementation of web conferences</p>	<p>Group A→ -Upon implementation of program: Obtained by shooting or recording using video chat services such as Zoom          Group B → Upon pre-program exchange meeting: Obtained from the applicant or the representative of organization by shooting, or obtained by recording using video chat services such as Zoom</p>
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\*The information may be classified as special care-required personal information.

When there is a change in the purpose of use and consent is required for such change in the purpose of use, the Foundation will notify the data subject of such change. If consent is not obtained, the use will be limited to the extent for which consent has been obtained.

### 3. Provision of personal data

In order to achieve the purposes of use set forth in "2. Proper acquisition and use of personal data from data subjects", the Foundation may provide personal data to third party service providers within the scope of businesses described below; provided, however, that when outsourcing the processing of personal data, the Foundation will select a third party service provider which is confirmed to have secure information security controls in place, and have them under appropriate supervision. Unless provided for in the PIPA, the Foundation will not transfer personal data to a third party without the consent of the data subject.

#### [Japanese Language Exchange Program]

- Secretariat-related work: Incorporated administrative agencies, Japanese language teacher associations in each country (limited to contracted associations), doctors attending the program, event management and operating companies, screening committee members, teachers and students participating in the program, homestay host families
- Video editing and uploading work: Video editing company
- Uploading of participants' information to the Foundation website (name of teacher, name of school) Website production company
- Travel arrangement work Travel agency
- Data storage management work: System vendor
- Insurance work: Insurance company

### 4. Transfer to a third country

When transferring personal data of a data subject to a third party, the Foundation will take necessary measures pursuant to the PIPA such as obtaining the consent of the data subject and protect such personal data. In order to perform the works set forth in "3. Provision of personal data", the Foundation may provide personal data to Vimeo, Inc., a third party service provider located in the U.S. With respect to the system of personal information protection in the U.S, please read "Survey of Systems regarding Personal Information Protection in Foreign Countries" below issued by the Personal Information Protection Commission (Japanese only).

U.S. (Federal) [https://www.ppc.go.jp/files/pdf/USA\\_report.pdf](https://www.ppc.go.jp/files/pdf/USA_report.pdf)

U.S. (New York)[https://www.ppc.go.jp/files/pdf/newyork\\_report.pdf](https://www.ppc.go.jp/files/pdf/newyork_report.pdf)

Information obtained by the third party service provider will be processed in accordance with the Privacy Policy available in the following link.

<https://vimeo.com/privacy>

#### 5. Personal data of persons under the age of 18

The Foundation will not obtain nor process information on minors under the age of 18 without the consent of their guardian. Please promptly inform the Foundation if, in any case, it is found that a minor under the age of 18 has provided personal data to the Foundation without the consent of his/her guardian.

#### 6. Special care-required personal information

The Foundation may obtain special care-required personal information (information on religion, health, allergies, etc., including those described in "2. Proper acquisition and use of personal data from data subjects" and "3. Provision of personal data" above) of the data subject within the scope of the purpose of use for each project only if stipulated in the PIPA or if prior consent is obtained from the data subject.

#### 7. Anonymously processed information

The Foundation will publicize the following information as anonymously processed information upon appropriate protection measures so that no specific individual can be identified from such information and so that the personal data used for anonymization cannot be restored.

#### **"Items of information related to individuals" included in anonymously processed information prepared by the Foundation**

school age, age, sex, household income

#### 8. Retention period

The Foundation will retain personal data only for the period necessary to accomplish the purpose of use set forth in "2. Proper acquisition and use of personal data from data subjects" above or the period required by the PIPA and other laws and regulations (including the retention period of records of provision to third parties), and will appropriately delete or destroy the same after the passage of such period.

#### 9. Establishment of information processing management system

In order to protect personal data, the Foundation clarifies its internal management and responsibility system and appoints a person responsible for the management of personal data.

In order to protect personal data, the Foundation implements the following information processing management system to prevent theft, loss, alteration or destruction of personal data through unauthorized access.

##### **(Formulation of basic policy)**

In order to ensure the appropriate processing of personal data, the Foundation establishes basic policies on "Compliance with related laws, regulations and guidelines, etc." and "Contact point for responding to inquiries and complaints".

##### **(Establishment of regulations concerning the processing of personal data)**

The Foundation establishes regulations concerning the processing of personal data regarding the processing method, person responsible and person in charge and their duties for each stage of obtaining, use, retention, provision, deletion and destruction, etc.

##### **(Organizational security control measures)**

In addition to the placement of persons responsible for the processing of personal data, the Foundation clarifies the employees who process personal data and the scope of personal data processed by such employees and has established a system for reporting to and communicating with the persons responsible in the event that the Foundation becomes aware of facts or signs of any violation of the PIPA or the processing regulations.

The Foundation conducts regular self-checks and implements audits by other departments or third parties with respect to the processing status of personal data.

##### **(Human security control measures)**

The Foundation provides regular training to employees with respect to matters which require attention in the processing of personal data.

Matters regarding confidentiality of personal data are described in the Rules of Employment.

**(Physical security control measures)**

The Foundation manages the entry and exit of employees and imposes restrictions on the equipment that is allowed to be brought into areas where personal data is processed. In addition, measures are taken to prevent unauthorized persons from accessing personal data.

The Foundation takes measures to prevent theft or loss of equipment, electronic media and documents that process or contain personal data, and implements measures to ensure that personal data is not easily revealed when such equipment, electronic media, etc. are moved, including within the site of business.

**(Technical security control measures)**

Access is controlled to limit the scope of persons in charge and of personal information databases, etc. processed.

Measures are also in place to protect the information systems that process personal data from unauthorized external access and unauthorized software.

**(Understanding the external environment)**

The Foundation executes security control measures based on an understanding of the systems for the protection of personal information in the U.S., where personal data is stored.

10. Establishment of an immediate response system in the event of occurrence of a problem

The Foundation will have in place an organizational system to, in the case of occurrence of a problem, accurately understand the situation without delay and execute appropriate decisions and measures.

11. Rights of data subjects

The data subject has the following rights with respect to his/her personal data held by the Foundation. The data subject may exercise these rights by using the contact information described in "13. Personal Data Management System" below.

- (1) Right to request access to personal data;
- (2) Right to request correction or elimination/deletion of personal data without undue delay
- (3) Right to restrict processing of personal data (including suspension of use or elimination, or suspension of provision to a third party)
- (4) Right to withdraw consent given by the data subject to the processing of personal data at any time (however, such withdrawal of consent will not affect the legality of the processing or transfer of personal data conducted before the withdrawal)
- (5) Right to file complaints to the contact point of the Foundation if unsatisfied with the Foundation's processing of personal data
- (6) Right to request disclosure of records of provision of personal data to third parties

12. Continuous improvement

The Foundation continuously makes various improvements through monitoring of management status or in response to changes in the external environment (including, but not limited to the revision of these basic principles).

13. Personal data management system

Hibiya Kokusai Building 14F, 2-3 Uchisaiwaicho 2-chome, Chiyoda-ku, Tokyo, 100-0011

Hakuhodo Foundation

Hirokazu Toda, Chairman

Inquiry form: <https://www.hakuhodofoundation.or.jp/en/contact/form/eeapd/>

## **Handling of Personal Data Subject to GDPR**

The Foundation handles personal data it collects and the personal data of individuals residing in the EU/EEA regions\* that it receives from award recipients, fellowship recipients or invitees appropriately in compliance with the General Data Protection Regulation of the European Union (hereinafter, "GDPR").

\*"EU/EEA regions" means the 27 member states of the European Union and Iceland, Liechtenstein and Norway.

### **Basic Principles for Protection of Personal Data**

The Foundation has established and will abide by the following basic principles concerning the handling of personal data.

#### 1. Compliance with related laws and regulations, etc.

The Foundation will abide by laws, regulations, agreements and its internal rules, etc. with regard to personal data.

#### 2. Appropriate acquisition and use of personal data from individuals

The Foundation will handle the personal data collected from individuals within the scope of the "purpose of use" set forth below, only with the consent of said individuals to such handling and in accordance with relevant laws and regulations.

The Foundation may handle personal data subject to GDPR depends on the course of its operations.

### **Japanese Language Exchange Program**

Type of Personal Data Received	Purpose of Use	Method of Acquisition	Lawful basis of Use
Basic information (address, name, gender, date of birth, nationality, phone number, email address, academic background, professional background, face photo)	<ul style="list-style-type: none"> <li>• Screening of program participants</li> <li>• Administrative contract to program participants</li> <li>• Analysis of reference materials for future application rounds and application announcements</li> <li>• Mailing of notifications relating to the Foundation's main business, greeting letters, publications and questionnaires</li> </ul>	At the time of program application; to be received from the individual or representative of his/her affiliation organization in writing	Individual's consent
Information regarding previous international exchanges and Japanese language proficiency (Previous international exchanges, Japanese Language Proficiency Test, time spent in Japan, Japanese language study, writing and Japanese language proficiency self-assessment checklist)	<ul style="list-style-type: none"> <li>• Screening of program participants</li> <li>• Educational guidance during program implementation</li> </ul>	At the time of program application; to be received from the individual or representative of his/her affiliation organization in writing	Individual's consent

Information necessary for travel to and residing in Japan (passport information)	<ul style="list-style-type: none"> <li>•Arrangements for travel to Japan to participate in the program</li> </ul>	Once participation in the program has been confirmed; to be received from the individual or representative of his/her affiliation organization in writing	The Foundation's legitimate interests and legal obligations
Information necessary for health and safety management (information on health, allergies, and religion)	<ul style="list-style-type: none"> <li>•Determining whether or not an individual can participate in the program</li> <li>•Health management and meal arrangements during the program</li> <li>•Other arrangements necessary for religious reasons</li> </ul>	Once participation in the program has been confirmed; to be received from the individual or representative of his/her organization in writing or orally	Individual's explicit consent
Images, visual information (Group A: images/video during participation in the program; Group B: images/video during pre-program meetings)	<p>Group A &amp; B:</p> <ul style="list-style-type: none"> <li>•Recording and analysis of activities, publicity, implementation of various projects such as lectures hosted by the Foundation, use in consultation and advice to educators</li> </ul> <p>Group B:</p> <ul style="list-style-type: none"> <li>•Publication of a video message introducing the school, online meetings</li> </ul>	<p>Group A: During the program; to be obtained by filming and by recording video chat services such as Zoom</p> <p>Group B: During a pre-program meeting; to be obtained by filming and by recording video chat services such as Zoom from the individual or representative of his /her affiliation organization</p>	Individual's consent

Further, if there is a change to the purpose of use, the Foundation will notify the individual of the change. In the event that the change requires the individual's consent and if the individual does not consent to the change, the Foundation will use personal data only to the extent the individual has consented to.

### 3. Provision of personal data

In order to fulfill the purpose of use provided in Section 2 above, the Foundation may provide personal data to service providers within the "scope of work" set forth below; provided, however, that if processing of personal data is outsourced to an external service provider, the Foundation will select a service provider that it confirms will manage the personal data securely in accordance with its internal regulations, including but not limited to this Policy about its Handling of Personal Data Subject to GDPR, and will provide appropriate supervision thereon. Further, the Foundation will not disclose or provide personal data to third parties without the individual's consent except as required by relevant laws or regulations.

#### Japanese Language Exchange Program

- Secretariat duties: Incorporated administrative agencies, Japanese teachers' association in each country (limited to those with which an agreement has been signed), physicians present in the program, event management/operating company, screening committee members, Program participating teachers and student, host families of the homestay program

- Video editing and uploading: Video editing company
- Uploading participant information (name of teacher, school) to the Foundation's website: Website design company
- Travel arrangements: Travel agency
- Data storage and management: System provider
- Insurance arrangements: Insurance company

#### 4. Transfer to a third country

The Foundation will transfer individuals' personal data from the EU/EEA regions to Japan. The European Commission has adopted an adequacy decision on data protection in Japan, and such personal data will be managed appropriately in accordance with this policy.

Further, in the event that personal data is transferred to a country outside of the EU/EEA regions other than Japan, in principle such transfer will be performed in accordance with GDPR and the applicable laws and regulations of the EU/EEA member states and following the execution of standard contract clauses (SCC), except where personal data is transferred to a country on which the European Commission has adopted a data protection adequacy decision. The protective measures taken in accordance with GDPR can be made available to the individuals upon request.

#### 5. Personal data of individuals under 16 years of age

The Foundation will not obtain or process information related to children under 16 years of age without their guardians' consent. If it is discovered that a child under 16 years of age has provided personal data to the Foundation without their guardian's consent, please contact the Foundation promptly.

#### 6. Special categories of personal data

The Foundation may obtain special categories of personal data (religion, health, allergies, etc.) only within the scope of each activity's purpose of use and upon obtaining the individual's prior explicit consent.

#### 7. Executive and employee education

The Foundation will promote the appropriate handling of personal data and strict adherence to all laws and regulations by conducting regular personal data trainings for executives and employees to educate them on the importance of personal data protection, the relevant legal requirements, management system and regulations for handling personal data, and the penalties for breaching such regulations.

#### 8. Storage period

The Foundation will only store personal data for as long as necessary to meet the corresponding purposes listed in Section 2 of this Policy or otherwise required by applicable laws.

#### 9. Establishment of a system for managing the handling of personal data

The Foundation will clarify a system of internal management and responsibility and appoint a management supervisor for personal data so as to ensure the protection of personal data.

#### 10. Clarification of the handling of personal data

The Foundation will establish regulations concerning the viewing, utilization, storage, disposal and return of personal data to ensure the secure and appropriate handling of personal data and will abide by such regulations under the supervision of a management supervisor.

Further, acquired personal data will be appropriately deleted or destroyed after the expiration of the storage period required by law or performance of work as stated in Section 8 of this Policy.

#### 11. Provisions concerning unauthorized access

The Foundation will establish appropriate information and information management systems and other measures to prevent the theft, loss, alteration or destruction of personal data due to unauthorized access.

#### 12. Establishment of an immediate response system to address problems

The Foundation will establish a system that will quickly and precisely identify any problems should they arise and address the problems appropriately.

#### 13. Rights of an individual

An individual has the following rights regarding his or her personal data held by the Foundation, which the individuals can exercise by using the contact details listed in Section 15 below:

- (1) Right to request access to personal data;
- (2) Right to have personal data rectified or erased without undue delay, unless the Foundation has a lawful basis to keep the personal data;
- (3) Right to restrict the processing of personal data;
- (4) Right to receive personal data in a commonly used machine-readable format and the right to transmit the data to the management of another organization without hindrance;
- (5) Right to object to the processing of personal data for the benefit of the Foundation or a third party or for direct marketing;
- (6) Right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning the individual or similarly significantly affects the individual;
- (7) Right to withdraw at any time consent to the processing of personal data given by the individual (however, such withdrawal of consent shall not affect the legality of processing or transmission of personal data performed prior to such withdrawal); and
- (8) Right to lodge a complaint to a competent supervisory authority or to the Foundation regarding any dissatisfaction with the Foundation's processing of personal data.

#### 14. Continuous improvement

The Foundation will strive to continuously improve by monitoring management and responding to external changes, including but not limited to amendments of this Policy from time to time. Individuals can always access the most up-to-date version of this Policy on the Foundation's website.

#### 15. System for managing personal data

Personal data controller

Special Secretariat Office for the General Data Protection Regulation (GDPR) Compliance, Hakuodo Foundation

14F HIBIYA KOKUSAI BUILDING, 2-2-3 Uchisaiwaicho, Chiyoda-ku, Tokyo, 100-0011, Japan

Contact form: <https://www.hakuhodofoundation.or.jp/en/contact/form/eeapd/>

The Foundation's representative within the EU:

Hakuodo Deutschland GmbH (Hakuodo Germany), Representative of the Foundation in the EU

Address:

Hanauer Landstraße 172, 60314 Frankfurt am Main, Germany

Contact:

Telephone: +49699494800

Since our establishment in 1970, the Hakuhodo Foundation has worked tirelessly to help children grow and develop rich human qualities through Japanese language education, educational support for deaf-blind children, and research into surrounding issues. We see children, language, and education as our areas of activity, in which we run diverse programs.

Centered on the Hakuho Award, which has been awarded more than 50 times to exceptional practitioners in children's education, our activities include the Research Grant for Child Education, the Teacher Development Scholarship, the Japanese Language Exchange Program, the Children's Book Recommendation Contest, and the Child Research Institute.

## 公益財団法人 博報堂教育財団

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