



## To participants of Leadership-Achievement Seminar

J-Style & Special Event Department  
Amway Japan GK

### Handling of Personal Information

Our handling of personal information of all participants obtained, during “Leadership Achievement Seminar 2018 in Honolulu,” is specified below unless otherwise requested. Please read the notice below.

#### NOTICE:

A local cameraman takes pictures during “Leadership Achievement Seminar 2018 in Honolulu” (March 23<sup>rd</sup> to 28<sup>th</sup>)

Your personal information, such as photos and video images shot during the event will be used for producing mementos to be delivered following the event and Business support tools and for Amway/NCA websites or media including periodicals, and will be provided to the hosts of events which are cosponsored by Amway.

The copyright of all photos or video images, shot during the event, belongs to Amway Japan GK.

Regarding our privacy policy or handling of personal information, please refer to our website, “[www.amway.co.jp](http://www.amway.co.jp)” and “[www.amwaylive.com](http://www.amwaylive.com).”

Should you have any inconvenience as to the photo shooting or photos being used for our publication media, please contact your coordinator in charge, or a local event staff in advance.



## Handling of Personal Information

### ① Participants (Registered Distributors)

Information, submitted along with your application, will be used for the procedure for participation (including correspondence), and the operation process for the seminar (including co-sponsored events). We will handle it including the information which has already been registered, based on our "Handling of Personal Information" specified separately. We have formulated management systems conforming to the "Personal Information Protection Management Systems (JISQ15001 : 2006)" defined under the Japanese Industrial Standards (JIS), and when we collect, use and provide personal information, we make sure to comply with the systems and handle the information in a responsible manner. As to our privacy policy and handling of personal information, please refer to our website, ([www.amway.co.jp](http://www.amway.co.jp)) or ([www.amwaylive.com](http://www.amwaylive.com)).

### ② Participants other than Distributors (unregistered spouse/traveling companion)

#### **1. Our Policy on personal information**

As we respect the purpose of Personal Information Protection Law, we have defined and implemented our Privacy Policy and Personal Information Protection Management Systems, in order to comply with the Law. Regarding our Privacy Policy, please refer to our website ([www.amway.co.jp](http://www.amway.co.jp)) or ([www.amwaylive.com](http://www.amwaylive.com))

#### **2. Collection of traveling companions' personal information and the purpose of the use**

Personal information of traveling companions submitted to us with the application, is used as below:

- We use the information when we arrange and deliver services, such as transportation and accommodation, required for them to participate in the seminar.
- We use the video images, photos, or voice recordings which have been shot during the seminar, for the production of our publication media, for internal use, and for the production of Business Support Tool/mementos to be delivered following the seminar.
- We use the information when we send a request for survey participation and create statistical data after the event.

#### **3. Measure to protect personal information**

We handle personal information we collected from traveling companions in a responsible manner based on our Personal Information Protection Management Systems. Also, we make sure that our executives and employees (including temporary staff) are fully educated and trained as to privacy protection, so that they handle the information in a responsible manner.

#### **4. Outsourcing business operations involving personal data**

We may outsource a part of or the whole business operations involving personal information, to the extent required to achieve the purpose of the use. When we outsource the operations to a vendor, we sign a contract including the duty of confidentiality with the vendor on the condition that they meet our standards to manage personal information, and supervise them as required and in an appropriate manner.

#### **5. Release of personal data to a third party**

We may release or provide the personal data of traveling companions we obtained (e.g. full name, age, gender, date of birth, address, phone number, facsimile number, Email address, personal identification documents, etc.) to third parties such as an airline company, a travel agency, and a sponsor of a co-sponsored event, via magnetic storage media, Email, telephone, or facsimile, to the extent required to operate the seminar and co-sponsored event or arrange accommodation, etc. However, we would release the personal information of traveling companions without their consent when:

- (1) It is required by law
- (2) It is indispensable in order to secure one's life, safety, or asset and it is difficult for us to obtain their consent
- (3) It is specifically necessary in order to improve public health or the healthy development of children and it is difficult to obtain their consent
- (4) We need to cooperate with national authorities, local authorities, or anyone who is assigned by the authorities performing duties defined by law, but we may disturb their duties if we ask for consent to release personal data

#### **6. Request for release, correction/addition or deletion**

We handle a request for release, correction/addition or deletion of the traveling companions' personal data which was submitted to us, to the extent reasonable, only when the request is made by the owner of the personal data.

#### **7. When you don't agree to our policy**

It is deemed that the personal information of traveling companions is submitted to us on their own will. When the information is not submitted, we may not be able to process the application or any inquiries for the seminar.

In our company, "person in charge of the management of personal information protection" is the officer of Personal Information Protection Office. For more information about our handling of personal information, please contact below:

#### **[Contact]**

Amway Japan G.K.  
7-1, Udagawa-cho, Shibuya-ward, Tokyo, Japan 150-0042  
Toll Free Dial (Consultation Hot-line): 0120-123-777