

# Privacy & Cookie Policy

We at IPBA Tokyo, a partnership duly existing and established under the laws of Japan ("we", "our", "us") respect the privacy of our online visitors and individuals who participate in our conferences, either as a delegate or as an exhibitor ("you", "your", "yours") and recognize the importance of protecting your personal data in accordance with all applicable laws.

This Privacy & Cookie Policy (the "Privacy & Cookie Policy"), along with the information on our website at (<https://www.ipba2024.com>) ("Conference Website"), will assist you in understanding what personal data we collect about you and how we collect, use, disclose and/or process that personal data.

The Privacy & Cookie Policy applies to the processing of your personal data for the purposes of the IPBA Annual Conference in Tokyo, held on the 23rd to the 27th of April 2024 (the "Conference") and your use of the designated Conference Website. The Privacy & Cookie Policy is a standalone policy, which exists in addition to the privacy policy of the Inter-Pacific Bar Association Limited of 120 Robinson Road, #08-01, Singapore, 06813 ("PBA HQ") and which can be found [HERE](#) ("IPBA HQ Policy").

Please be aware that IBPA HQ and IPBA Tokyo will concurrently collect your personal data notably during the registration period and through the Conference. When we process your personal data, this Privacy & Cookie Policy shall be applicable and when IPBA HQ processes your personal data, the IPBA HQ Policy shall be applicable.

## CONTACT US

If you, at any time, have any queries on this Privacy & Cookie Policy or complaints in relation to how we may manage, protect and/or process your personal data or if you wish to exercise any of your rights under applicable data protection law(s), please do not hesitate to contact us via the contact details below:

- Telephone number: +81-3-5786-6796.
- E-mail: [ipba@ipba.org](mailto:ipba@ipba.org). Attention of the "Data Protection Officer".
- Office address: IPBA Secretariat, Roppongi Hills North lower 7F, 6-2-31 Roppongi, Minato-ku, Tokyo 106-0032 Japan. Attention of the "Data Protection Officer".

We would encourage you to first raise your complaint directly with us.

## WHAT PERSONAL DATA WILL WE COLLECT FROM YOU AND HOW?

We may collect your personal data through various means. This may include, but is not limited to, collections via our Conference Website and during any communications you have with us and other delegates during or after the Conference. The personal data collected by us may include, without limitation:

- Your title
- Your first name and last name
- Your firm's / organisation's name
- Your city of practice
- Your country of residence
- Your registered address / firm's address
- Your firm's phone number
- Your firm's fax number
- Your professional email address
- Your gender
- Your practice areas
- Your designation or position
- Your IPBA membership status
- Your photo / image

The following personal data is considered 'sensitive' and may only be processed and collected for these special purposes:

- Your tax number only when you need us to issue a receipt with it or any other specific needs
- Your dietary needs and the dietary needs of any person who you invite to accompany you to the Conference

Even if you use a credit card, we will not collect your credit card information because it will be collected directly by the credit card processors.

### **WHAT ABOUT COOKIES?**

We may use cookies on some pages of the Conference Website. "Cookies" are small text files placed on your computer that assist us in providing a more customised website experience. If you are concerned about cookies, most browsers permit individuals to decline cookies. In most cases, a visitor may refuse to accept cookies and still fully navigate the Conference Website; however, other functionality in the site may be impaired. When leaving the Conference Website, you can always delete the cookies from your system if you wish.

### **HOW WILL MY PERSONAL DATA BE USED?**

We will only use your personal data when applicable data protection laws allow us to do so. If we need legal basis to process your personal data, the grounds for the processing of your personal data may include the following:

- your consent;
- for the performance of a contract of which you are a party or in order to take steps at your request prior to entering into a contract; or
- for our legitimate interests pursued by us or a third party and your interests and fundamental rights do not override those interests.

Your personal data may be collected, used and/or disclosed (including transferred outside of Japan) for the following purposes (collectively, the "Purposes"):

- Where you register for the Conference, for inclusion in a delegate list containing your name, [name you want to be called at the Conference], your firm's / organisation's name and your designation or position, your registered email address, and your city of practice (the "Delegate List") which shall be made available in a hard copy pack at, and to visitors of the Conference, and may be circulated in electronic form prior to or during the Conference, on request, to delegates and exhibitors for the purpose of facilitating interactions during and associated with the Conference, for example, for planning meetings between delegates and making networking arrangements in advance;
- Where you attend the Conference, for adding to name badges, place holders and any other literature circulated at the Conference (including any Delegate List), facilitating, processing, dealing with, administering, managing and/or maintaining your attendance at the Conference;
- Facilitating the collection of the Conference fees from your chosen payment method;
- Storing, hosting, backing up (whether for disaster recovery or otherwise) of your personal data;
- To take pictures and/or shoot videos during the Conference;
- To upload to SNS your image that may be collected during the Conference;
- To publish your image, which may be collected during the Conference, in IPBA related magazines;
- To ensure the security of our Conference Website, platform and systems;
- Facilitating, dealing with and/or administering external audit(s) or internal audit(s) of our business;
- Carrying out due diligence or other screening activities (including background checks) in accordance with legal or regulatory obligations (whether under the laws of Japan or any other country's laws) applicable to us, the requirements or guidelines of governmental authorities (whether in Japan or any other country) which we determine are applicable to us, and/or our risk management procedures that may be required by law (whether in Japan or any other country) or that may have been put in place by us;
- To prevent or investigate any fraud, unlawful activity or omission or misconduct, whether or not there is any suspicion of the aforementioned;
- Dealing with and/or investigating complaints;
- Complying with or as required by any applicable law, court order, order of a regulatory body, governmental or regulatory requirements of any jurisdiction applicable to us, including meeting the requirements to make disclosure under the requirements of any law binding on us, and/or for the purposes of any guidelines issued by regulatory or other authorities (whether of Japan or any other country), with which we are expected to comply;
- Complying with or as required by any request or direction of any governmental authority (whether in regard to Japan or any other country) which we are expected to comply with; or
- Responding to requests for information from public agencies, ministries, statutory boards or other similar authorities (whether of Japan or any other country). For the avoidance of doubt, this means that we may/will disclose your personal data to such parties upon their request or direction.

## **DO YOU DISCLOSE OR TRANSFER MY PERSONAL DATA?**

Your personal data will be used by us, our affiliates, and third parties who we use to provide our services.

Although we shall strive not to disclose your personal data to third parties, we may, however, disclose or transfer your personal data in the following circumstances:

- For the purposes of the Conference, based on your consent, we will create a list of attendees which include the following personal data of the delegates (the "List") and will make the List available to other delegates at a secured specific folder prior to and during the Conference to enable facilitating interactions during and associated with the Conference; for example, for planning meetings between delegates and making networking arrangements in advance. Facilitating connections is part of the services we provide as part of your attendance at the Conference;
  - Your title
  - Your first name and last name
  - Your firm's / organisation's name
  - Your city of practice
  - Your country/territory of practice
- To our third-party service providers, agents and/or organisations who we appoint to assist us with our service provision in relation to the Conference and/or the Conference Website;
- Where the disclosure is allowed or required based on the applicable laws and/or regulations;
- Where the disclosure is necessary to respond to an emergency that threatens the life, health or safety of you or another individual;
- Where there are reasonable grounds to believe that the health or safety of you or another individual will be seriously affected and consent for the disclosure of the data cannot be obtained in a timely way, provided that we shall, as soon as may be practicable, notify you of the disclosure and the purposes of the disclosure;
- Where the disclosure is necessary for any investigation or proceedings;
- Where the personal data is disclosed to any officer of a prescribed law enforcement agency; and/or
- Where the disclosure is to a public agency and such disclosure is necessary in the public interest.

We may also transfer your data outside of Japan. Where we transfer your data to a jurisdiction that does not have an adequate legal framework under an applicable law, we will take all such measures as are required by applicable data protection law to ensure such information is safeguarded, including entering into contractual clauses to ensure that the recipient adopts such measures, controls and requirements as set out in the data protection regime applicable to such transfer.

## **HOW LONG WILL YOU KEEP MY DATA?**

We will retain your personal data as long as is necessary to complete the Purposes. When assessing the appropriate retention period, we will consider the nature, amount and type of personal data we hold and the potential risk of harm from authorised use of disclosure, any retention periods imposed by law and the Purposes for which the data is held.

## **YOUR DATA PROTECTION RIGHTS**

The rights that you have in relation to your data will depend upon the data protection regime applicable to you.

You may exercise your rights by submitting your request via one of the follow methods:

- Telephone number: +81-3-5786-6796.
- E-mail: [ipba@ipba.org](mailto:ipba@ipba.org). Attention of the "Data Protection Officer".
- Office address: IPBA Secretariat, Roppongi Hills North Tower 7F, 6-2-31 Roppongi, Minato-ku, Tokyo 106-0032 Japan. Attention of the "Data Protection Officer".

The rights you have may include the following and we will endeavour to grant the rights set out below irrespective of which data protection regime applies to you:

- the right to obtain information regarding the processing of your personal data and access to the personal data which we hold about you;
- the right to request that we rectify your personal data if it is inaccurate or incomplete;
- the right to request that we erase your personal data in certain circumstances;
- the right to request that we restrict our processing of your personal data in certain circumstances;
- the right to object to us regarding our processing of your personal data;
- the right to receive any personal data where the processing is carried out by automated means in a structured, commonly used and machine-readable format and/or request that we transmit that data to a recipient where this is

- technically feasible; and
- the right to withdraw your consent to our processing of your personal data at any time.

You can also lodge a complaint with the data protection regulator if you think that any of your rights have been infringed by us.

### **AUTOMATED PROCESSING**

We do not make decisions solely based on personal data processed using automated tools.

### **MARKETING OPT OUT**

We will not send you marketing messages. All communications you receive from us will be with reference to the Conference. A delegate may send marketing messages to the List but you may withdraw your consent at any time by submitting your request to the contact details listed in this Privacy Policy. IPBA HQ may send marketing messages, in which case the IPBA HQ Policy will apply and you may opt of such marketing communications by following the opt out provisions set out in the IPBA HQ Policy.

### **ADMINISTRATION AND SAFEGUARDING**

We will make reasonable efforts to ensure that your personal data is accurate and complete. However, this means that you must also update us of any changes in your personal data that you had initially provided us with. We will not be responsible for relying on inaccurate or incomplete personal data arising from you not updating us of any changes in your personal data that you had initially provided us with.

We have also taken commercially reasonable efforts to take appropriate precautions and preventive measures to ensure that your personal data is adequately protected and secured. Appropriate security arrangements have been taken to prevent any unauthorized access, collection, use, disclosure, copy, modification, leakage, loss, damage and/or alteration of your personal data. However, we cannot assume responsibility for any unauthorized use of your personal data by third parties which are wholly attributable to factors beyond our control.

### **UPDATES TO THIS PRIVACY POLICY**

As part of our efforts to ensure that we properly manage, protect and process your personal data, we will be reviewing our policies, procedures and processes from time to time. We reserve the right to amend the terms of this Privacy & Cookie Policy at our absolute discretion. Any amended Privacy & Cookie Policy will be posted on our website and can be viewed at <https://www.ipba2024.com>.

You are encouraged to visit the above website from time to time to ensure that you are well informed of our latest policies in relation to personal data protection.

[Privacy & Cookie Policy](#)

