TJMA Association Privacy Policy

1. Basic policy

The Japanese Mutual Aid Association recognizes the importance of personal information, considers that it is a social responsibility to protect personal information, complies with laws and internal regulations regarding personal information, and handles personal information handled by this association. We will properly acquire, use, and manage.

2. Application

This privacy policy indicates the policy that TJMA Mutual Aid will comply with handling the personal information of union members in the services provided by TJMA Mutual Aid.

3. Acquisition of personal information

The Japanese Mutual Aid Association has provided the following information. Please fill in the application form with the name, address, contact information, etc. of the insurance beneficiary, and TJMA Mutual Aid collects it. In addition, the information provided by the union members will be used for the services provided by TJMA Mutual Aid. We will not collect information or use it for any other purpose without the consent of the union members.

4. Purpose

TJMA Mutual Aid will use the personal information of union members as follows.

- Used for TJMA membership registration
- Used for issuing TJMA mutual aid insurance cards and hospital discount cards for TJMA members
- Used for TJMA mutual aid insurance claims
- Used for deregistration and withdrawal notification when withdrawing from TJMA Mutual Aid Association

5. Management of personal information

TJMA Mutual Aid will thoroughly manage the information provided by customers as follows.

1) Ensuring the accuracy of information We will always strive to collect accurate and up-to-date information regarding the information provided by our members.

2) Safety management measures Regarding the management of personal information systematically, TJMA Mutual Aid strictly stipulates the handling method according to internal regulations and thoroughly handles it based on it.

3) Employee supervision TJMA Mutual Aid will strictly enforce the rules for handling personal information based on the law.

4) Outsourced supervision When we outsource the handling of personal information, we will manage it appropriately based on the law.

5) Storage period and disposal Personal information provided by union members will be stored for 7 years after withdrawal, and will be disposed of after the storage period ends.

6. Presence or absence of provision to a third party

Personal information provided by union members will not be provided to third parties.

7. Disclosure / correction / suspension of use of personal information, etc.

Disclosure correction if there is a request to suspend the use, we will respond based on the TJMA Mutual Aid Regulations.

TJMA Association
THAI-JAPANESE MUTUAL AID ASSOCIATION

Tel: (+66) 2-713-6556 E-mail: <u>info@jp-assn.com</u>