

# Privacy policy of the LSJ

## **Article 1 (Objective)**

This policy states the privacy policy of the Linguistic Society of Japan concerning the personal information of its members collected for the purposes of operation of the Society.

## **Article 2 (Reasons for disclosure of personal information)**

Personal information of the members of the Society will be disclosed to its members if, and only if, the information is necessary (a) for the management of the Society and/or (b) to contact other members for good reason including academic communications.

## **Article 3 (Limitation of disclosure of personal information)**

The names, research interests and affiliations of the members of the Society may be disclosed to other members. Other contact information of members including work addresses, work phone numbers, home addresses and home phone numbers may be disclosed to other members as well with their consent. This disclosure shall be undertaken under Article 2.

- 2 The President, other officers and committee members of the Society may obtain any personal information of members as necessary in the pursuit of their duties. Such information shall be disclosed per the guidelines of Article 2.

## **Article 4 (Handling of membership information)**

The Society shall make a membership list in accordance with Article 2 and Article 3, Clause 1, and distribute said list to its members. The list shall contain names, research interests and affiliations of each members; any further personal information may be disclosed in the list upon consent of individual members. This list shall be used for (a) the management of the Society including electoral roles for Society elections and (b) for communication among the members.

## **Article 5 (Confidentiality)**

When the President, other officers or committee members obtain personal information obtained under Article 3, Clause 2, they may not disclose the information to (a) other members of the Society who are not eligible to access the information and (b) non-members.

- 2 When the President, other officers and committee members resign their positions, they shall discard any and all personal information that they have obtained during their terms.

## **Article 6 (Prohibition of transfer of personal information to the third party)**

The members of the Society may not disclose nor transfer to non-members the personal information that they obtain under Article 3

- 2 The members of the Society may not transfer to non-members the list of members as distributed under Article 4. Members shall treat the list with the utmost of care.

## **Article 7 (Explicit disclosure)**

The names and positions of the President, other officers, committee chairs and those in equivalent positions shall be released in the journal and website of the Society.

- 2 Articles published in the journal of the Society shall include the affiliations as well as the names of the authors.
- 3 The names, research interests and affiliations of new members of the Society shall be disclosed in the journal of the Society.
- 4 Any changes made to the names, research interests and affiliations of members of the Society shall be announced in its journal.

## **Article 8 (Maintenance of documents containing personal information)**

The retention period during which the personal information of the members of the Society be kept in the Society shall be stated in the LSJ Documentation List . Personal information shall be removed from the file when the members withdraw their membership; however, the Society may retain the information for the period of time as stated in the LSJ Documentation List if the information is needed for administrative reasons.

## **Article 9 (Exceptions)**

The privacy policy stated thus far may be overridden in that personal information of members of the Society may be disclosed to the third party in the following cases: the information need be disclosed (a) to protect the public interest and/or lives of the members of the Society and (b) in accordance with the law.

- 2 The information provided by certain members of the Society for administrative purposes, including recommendations, shall be treated in the same spirit as stated in this policy.

(November 19, 2005)