

INTER-NOISE 2023 has appointed Inter Group Corporation as its:

- Professional Conference Organisers

To organise the 52<sup>nd</sup> International Congress and Exposition on Noise Control Engineering (INTER-NOISE 2023)

INTER-NOISE 2023 and Inter Group Corporation are committed to protecting and respecting your privacy. This policy explains when and why we collect your personal information for example through attending our events, visiting our website or signing up to our mailings lists; how we use this data; the conditions under which we may disclose it to others; and how we keep it secure.

We may change this policy from time to time so please check this page occasionally to ensure that you are happy with any changes. By using our website, you are agreeing to be bound by this policy.

Any questions regarding this policy and our privacy practices should be sent by email to [inter-noise2023@ig-online.jp](mailto:inter-noise2023@ig-online.jp)

At Inter Group Corporation, it is necessary for us to gather Specific Personal Information (i.e., information such as the social security and tax number under the My Number system) and other personal information (hereinafter collectively referred to as “personal information”) from students, instructors, interpreters, translators, temporary staff members and employees in order to offer various services, including convention and event planning and organization, interpreting, translation, temporary staffing and language school management. We are well aware that properly protecting such personal information is our social responsibility. To fulfill this responsibility, we faithfully observe the rules specified under the Personal Management System (PMS) and handle all personal information provided to us with utmost sincerity and integrity thereby illustrating the transparency of our business activities.

- 1) To offer various services, including convention and event planning and organization, interpreting, translation, temporary staffing and language school management; we gather, use, and sometimes offer and subcontract information from our students, instructors, interpreters, translators, temporary staff members and employees.
- 2) Personal information provided to the Corporation is not used beyond the scope of the stated purpose. Moreover, we take appropriate measures to prevent overuse/misuse of personal information.
- 3) We take appropriate measures to prevent illegal access, leakage, loss or damage of such information, and would take appropriate remedies if any such incidents should occur.
- 4) We will respond to any inquiries and complaints regarding personal information protection with sincerity and integrity.
- 5) We faithfully observe all relevant laws, regulations, national guidelines and other norms.
- 6) To ensure proper use of personal information and its thorough protection, we will periodically review and improve our in-house systems in full compliance with the PMS.

[Please note that the Social Security and Tax Number (“My Number”) will be used only for the purposes within the scope of the Act on the Use of Numbers to Identify a Specific Individual in the Administrative

Procedure (commonly known as the “My Number Act”)]

For paid-for events, financial data including your billing address will also be collected and processed by a third-party processor. Our online security controls maintain confidentiality at all times, specifically for secure card payments. We are certified to the payment card data security standards (PCI-DSS) and never store card details.

For conferences/events, we may also ask for any special dietary and disability requirements which we will pass onto the venue/accommodation provider in order to help us make your attendance at the event as comfortable as possible. Providing this information will always be optional.

We may also retain copies of documents you provide to us as proof of your identity (including passport details) for example when you are claiming a financial bursary award. Along with your bank details we may also keep copies of travel and accommodation receipts if claiming expenses.

When you sign up to attend a conference/event, we will use your information to process this request. This may include:

- Contacting you before the event with important information, and in some cases immediately afterwards to share any presentations or reports associated with the conference/event.
- Making a name badge for you, which will contain your full name, organization and country.
- Producing a delegate list with your full name, company and country to be handed out to all attendees of the event including exhibitors/sponsors either as a printed document, electronically as a pdf file or loaded onto the conference/event mobile app. You will always have the option to ask for your name to be withdrawn from this list.

We will not share your personal data with any other third-party, unless we have expressly asked permission from you to do so (for example, if we are running a joint conference/event with another organization, we may ask for your permission to share your details with them).

We will only hold your personal information on our systems for as long as is necessary to carry out the above uses. For example:

- If you sign up to an event, we will store your data for up to two years after the event. After this period, we will anonymize all data on attendees and keep only attendance numbers and a broad breakdown by sector.
- If you sign up to our mailing list, we will store your data either until you unsubscribe or you have not opened an email from us in the past year.
- You can ask to be removed from our mailing list at any time, either by unsubscribing on an email we have sent you, or by emailing us at [inter-noise2023@ig-online.jp](mailto:inter-noise2023@ig-online.jp).

If you have any question or comments about our privacy policy, you can email us at [inter-noise2023@ig-online.jp](mailto:inter-noise2023@ig-online.jp)