

Processing of Personal Data

To strictly protect registrants' information (hereinafter referred to as "personal data"), TOPPAN Travel Service Inc. (hereinafter referred to as "this company") is implementing the following measures.

1. Measures for protecting registrants' personal data

- (1) This company will manage registrants' personal data appropriately.
- (2) This company has a security manager that manages registrant's personal data, and the manager properly manages the registrant's personal data.
- (3) The data this company acquires from registrants is the registrant's personal data which is necessary for providing services such as registrant's name, e-mail address, telephone number, address. This company may ask other questions for the purpose of providing registrants with the desired services; however, this will be offered by the registrant arbitrarily except for the minimum necessary items.
- (4) In order to strictly store registrants' personal data, this company has established internal regulations and regularly conduct employee training and audits on the protection of personal data.
- (5) In the case where registrants wish to inquire or modify their own personal data, this company will respond within a reasonable range after confirming the registrants' identification.
- (6) This company will comply with the laws and regulations applicable to registrant's personal data, and this company will review and improve these efforts as necessary. In connection with the occurrence of incidents, this company may cooperate in the publication of personal data due to the provision of data at the time of police investigation and requests from relevant organizations.
- (7) After consenting, the registrant can withdraw consent at any time. To withdraw your consent, please contact (contact person for complaints, consultations, etc. regarding the handling of personal data by the Company).

If the registrant does not consent or requests withdrawal of consent, the personal data obtained will be deleted or destroyed by the Company in an appropriate manner within one month.

2. Purpose of Processing Personal Data

Personal data provided by registrants and presenters will be processed for the following purposes:

(1) Submission, review, evaluation, and acceptance procedures for synopses and presentation materials.

Personal data may be accessed and used by the CIGRE 2027 Tokyo Joint Colloquium Organizing Committee, reviewers appointed by the Organizing Committee, and TOPPAN Travel Service Inc. solely for the purpose of conducting the review and acceptance process.

(2) Preparation, publication, and management of the conference program.

Personal data may be accessed and used by the CIGRE 2027 Tokyo Joint Colloquium Organizing Committee and TOPPAN Travel Service Inc. for the preparation, publication, and administration of the conference program.

(3) Communication regarding submissions, presentations, and conference activities.

Personal data may be accessed and used by the CIGRE 2027 Tokyo Joint Colloquium Organizing Committee and TOPPAN Travel Service Inc. for communications related to submissions, presentations, conference activities, and administrative matters.

(4) Compliance with applicable legal, regulatory, and administrative requirements.

Personal data may be accessed and used by the CIGRE 2027 Tokyo Joint Colloquium Organizing Committee and TOPPAN Travel Service Inc. as necessary to comply with applicable laws, regulations, and legal obligations.

3. For the conditions of handling of personal data

This company shall deal with personal data only if this company obtains consent from the registrant and in any one of the following cases.

(1) When handling is necessary for the performance of the contract where the registrant is a party concerned. Or when handling is necessary according to the registrant's request before the contract is concluded.

(2) When handling it is necessary to comply with the legal obligation that this company shall abide by (When following information disclosure orders based on laws from government agencies, etc.).

(3) When handling is necessary to protect the serious interests of registrants or other individuals.

(4) When it is deemed appropriate to investigate, prevent, or take measures against illegal acts or suspicious acts.

4. For international transfer of personal data

Personal data may be stored in servers after they are transferred to the CIGRE 2027 Tokyo Joint Colloquium Organizing Committee, reviewers appointed by the Organizing

Committee, and service providers engaged by TOPPAN Travel Service Inc. in Japan. This company shall manage registrant's personal data appropriately.

5. For safety management measures

In order to properly manage the personal data of registrants, and prevent leakage, loss or damage of personal data and so forth, this company shall implement technical and physical / organizational / personal safety management measures for them.

6. Joint Use of Personal Data

Personal data provided by registrants and presenters may be jointly used by TOPPAN Travel Service Inc., the CIGRE 2027 Tokyo Joint Colloquium Organizing Committee, and reviewers appointed by the CIGRE 2027 Tokyo Joint Colloquium Organizing Committee. The categories of personal data subject to joint use include:

- Name
- Affiliation
- Country
- Email address
- Synopses and presentation materials

The purposes of the joint use are limited to:

- (1) Submission, review, evaluation, and acceptance procedures for synopses and presentation materials.
- (2) Preparation, publication, and management of the conference program.
- (3) Communication regarding submissions, presentations, and conference activities.
- (4) Compliance with applicable legal, regulatory, and administrative requirements.

Appropriate measures will be taken to ensure the protection and proper handling of personal data.

TOPPAN Travel Service Inc. is responsible for the management of the jointly used personal data.

For inquiries regarding the handling of personal data, please contact the Data Protection Officer identified in Section 13.

7. Transfer of Personal Data

Personal data may be transferred to the CIGRE 2027 Tokyo Joint Colloquium Organizing Committee, reviewers appointed by the Organizing Committee, and service providers engaged by TOPPAN Travel Service Inc., solely for the purposes described in Section 2. TOPPAN Travel Service Inc. will require all recipients to handle personal data appropriately

and in accordance with applicable laws and regulations.

8. Registrants' personal data will be retained only for as long as necessary for the administration of the CIGRE A3&B3 Joint Colloquium 2027 and related follow-up activities. After the conclusion of the event and completion of all related administrative processes, the personal data will be securely deleted or destroyed.

9. For the registrant's rights

Registrants have the following rights regarding personal data concerning themselves.

- (1) Right to access registrant's personal data and relevant information
- (2) Right to correct the incorrect personal data concerning registrants without undue delay
- (3) Right to eliminate personal data on registrants without undue delay
- (4) Right to restrict handling of personal data concerning registrants
- (5) Right to receive personal data provided by registrants in a general format that computer is readable, and the right to relocate (shift) the personal data to the management of other organizations without disturbing
- (6) Right to object to public interest or handling for the interests of this company or third parties and handling for direct marketing for personal data of the registrants
- (7) Right to not undergo assessment / decisions that have serious impact including legal effects on individuals through automatic processing such as profiling etc.

*This company does not perform profiling.

10. Liability

As a general rule, users are responsible for the accuracy and management of the personal information they provide through this submission and presentation management system. TOPPAN Travel Service Inc. shall be responsible for damages arising from the use of information obtained through this system to the extent permitted or required by applicable law.

11. Governing law

This abstract submission and presentation management system is under the control of TOPPAN Travel Service Inc. And, both the registrant who accessed this system and TOPPAN Travel Service Inc., agree to be bound by the laws of Japan concerning the use of this submission and presentation management system regardless of the difference in legal principle. Except to the extent that mandatory provisions of applicable laws, including the GDPR where applicable.

12. Personal Data Breaches

In the event of a personal data breach that is likely to result in a risk to the rights and freedoms of individuals, TOPPAN Travel Service Inc. will notify the competent supervisory authority without undue delay and, where feasible, within 72 hours after becoming aware of the breach, in accordance with applicable data protection laws and regulations.

Where the personal data breach is likely to result in a high risk to the rights and freedoms of affected individuals, TOPPAN Travel Service Inc. will also notify the affected individuals without undue delay, unless an exception provided by applicable law applies.

TOPPAN Travel Service Inc. will take appropriate measures to investigate, mitigate, and prevent any recurrence of such incidents.

13. Data Protection Officer (Personal Information Protection Officer)

TOPPAN Travel Service Inc.

Position: Director, MICE Division Manager

Contact: Email: info-sec@tts.co.jp

For inquiries regarding this matter, please contact the inquiry desk below.

<Inquiry Desk>

8F Hamamatsucho 262 Building, 2-6-2 Hamamatsucho, Minato-ku, Tokyo 103-0013

Toppan Travel Service Co., Ltd. Personal Information Inquiry Contact Point

Email: info-sec@tts.co.jp

Telephone number: 03-4570-0600

(9:00-18:00 excluding weekends and holidays)

Inquiry form: <https://www.toppantravel.com/en/inquiry/>