

The Japanese Dental Science Federation

Privacy Policy

1. Purpose

The purpose of the Japanese Dental Science Federation Privacy Policy (hereinafter referred to as the “Privacy Policy”) is to protect and effectively use the personal information of the members of the Japanese Dental Science Federation (hereinafter referred to as “JDSF”; and those members mean JDSF’s executive officers, JDSF’s committee members and personnel involved in JDSF’s activities and are hereinafter collectively referred to as the “Member(s)”) and that of non-Members who participate in JDSF’s activities.

2. Definition of Personal Information

The term “personal information” means the address, name, telephone number, email address and other information that allow the identification of a specific individual as provided by each Member and non-Member participating in JDSF’s activities, by means of a JDSF’s online system, email, postal mail, fax or other means.

3. Collection of Personal Information

JDSF shall collect personal information from Members or non-Members participating in JDSF’s activities only when JDSF provides services, prepares a Member list or conducts research and study in line with its business purpose, or updates personal information collected in the past.

4. Management of Personal Information by JDSF

JDSF shall strictly manage personal information collected by it so that such information is not leaked to the outside, destroyed, falsified or lost. When personal information is sent through the online system, JDSF shall pay particular attention to the protection of the information through means such as information encryption. As the management of retained registration information, JDSF shall take leakage prevention measures; however, if such information is falsified, leaked or otherwise damaged through means such as unauthorized access in a technically unexpected way, JDSF shall not be liable therefor.

If the person him/herself or his/her agent who has a document certifying authority of representation makes a request for inquiry about the content, correction, deletion or other handling of his/her personal information, JDSF shall make necessary checks and then take action as soon as possible.

5. Management of Personal Information by Members

Each Member will be provided with the membership number and password to be managed by the Member to manage his/her personal information. Members shall manage their personal information through their respective membership numbers and passwords, as well as direct communication from them to the JDSF secretariat. Members shall not disclose, transfer or lend their own passwords to third parties. Members shall manage their passwords on their own responsibility by means such as changing the password from time to time. Even if any loss or damage is caused to a Member or a third party due to the unauthorized use of the Member’s password, JDSF shall not be liable therefor in any way. A Member shall promptly notify JDSF if the Member forgets his/her password, or becomes aware of the unauthorized use or theft of the password.

6. Disclosure of Personal Information

- 1) Personal information collected by JDSF may be provided to an outsourcing contractor to the minimum extent necessary for JDSF’s business after the conclusion of a non-disclosure agreement with the contractor. JDSF also may provide a third party with information statistics that do not contain personally identifiable information. Such information may be provided without the consent of the provider of the information.
- 2) Personal information may be disclosed or provided for any purpose other than the purpose of collecting it, in any of the cases below.
 - a Where a request for disclosure or provision is made based on legal procedures

b Where the provider of personal information agrees and gives consent to the information disclosure or provision

c Where personal information is used to send emails or the like for any purpose such as the purpose of providing information delivery services or making a housekeeping announcement that is necessary for the operation of JDSF in line with JDSF's business purpose

d Where there is any other just cause to achieve a business plan that is approved at a general or board of directors meeting

7. Revision and Application

The revision of the Privacy Policy will be decided by the board of directors. JDSF shall promptly notify the Members of all revisions through its website or other means. If rules related to personal information are set under individual rules established by JDSF, the individual rules established shall prevail and apply.

8. Information on Patient such as Case Patient

- 1) Any name, hospital admission number, initial or "common name" that allows the identification of an individual patient shall not be included.
- 2) The address of a patient shall not be included; however, if the place where a disease occurs concerns pathology or other conditions, information only on an area will be allowed to be included (such as Kanagawa prefecture or Yokohama city).
- 3) Since a date is often required to know the clinical course, year and month information may be included if it is determined that such information does not allow the identification of an individual.
- 4) A department name shall not be included if the department name may allow the identification of a patient when collated with other information.
- 5) If a patient has already received a diagnosis and medical treatment in any other hospital or institution, the name and location of the institution shall not be included unless the inclusion of information on the institution to which the patient has been firstly taken in the case such as emergency medicine is indispensable.
- 6) When a photograph of the face is presented, eyes shall be hidden. In the case of an eye disease, an enlarged photograph of the eyeball only shall be used so that the entire face is unrecognizable.
- 7) Information such as numbers included in biopsy, autopsy or image information that allows the identification of a case patient shall be deleted.
- 8) If an individual may be identified even through the above consideration, the consent to publication shall be obtained from the patient him/herself (or his/her bereaved family or agent, or guardian in the case of a child) or the approval of the ethical review board shall be obtained.
- 9) In reports of cases of hereditary diseases or with human genome or gene analysis, regulations under the "ethical guidelines for human genome/gene analysis research" (the Ministry of Education, Culture, Sports, Science and Technology, the Ministry of Health, Labour and Welfare and the Ministry of Economy, Trade and Industry) (March 29, 2001) and the "guidelines for gene therapy clinical research" (the Ministry of Education, Culture, Sports, Science and Technology and the Ministry of Health, Labour and Welfare) (March 27, 2002) shall be complied with.

Established on December 14, 2022
The Japanese Dental Science Federation