

*This is the English translated version of the official Japanese Policy*

## **ADS Privacy Policy**

Issued April 5, 2012

Revised: July 2, 2018

### **1. Policy on Personal Information Protection**

The Arctic Data Archive System (ADS) will endeavor to protect the privacy of its users.

This Privacy Policy provides the correct manner of handling the information that the ADS uses for the identification of its users (hereinafter referred to as “Personal Data”).

By expressing agreement to this Privacy Policy, a user shall be deemed to have agreed that the ADS deals with the user’s Personal Data, and the ADS shall deal with the Personal Data of the user on receipt of the agreement from him or her.

### **2. User**

The ADS has two categories of users: those who do not have their personal information registered with the ADS (hereinafter “General Users”), and those who have their personal information registered with the ADS (hereinafter, “Registered Users”). The reference to “users” in this Privacy Policy includes both General Users and Registered Users.

### **3. Personal Data**

The ADS refers to the information described in Items 4 through 7 below as Personal Data.

### **4. Information through Cookies, etc.**

The ADS website uses cookies and other similar technologies. By means of these technologies, information concerning users’ actions, etc. made on the ADS website through a certain internet browser is recorded on the users’ devices. The ADS may use such information for the improvement of user convenience.

### **5. Website Visit Track Record**

When an ADS website is visited, the website visit track records listed below are automatically collected from the internet browser used.

- IP address
- Use circumstances, including the operating system, type of browser, and referrer
- Date and other details of the visit to each ADS-provided website page

The ADS may use the website visit track record for the improvement of the systems, maintenance of information security, and development of new services.

## **6. Information Notified by Users**

In order to register a scientific dataset or to access a certain registered scientific dataset, it is required to be a Registered User by notifying the ADS of the user's name, affiliation, and his or her email address. A Registered User can change or delete the notified information. When accessing a certain scientific dataset, the information notified by the Registered User will be given to the provider of the scientific dataset concerned.

A General User can be registered as a temporary Registered User by notifying his or her email address only in order to access certain scientific data. The information of the email address, however, will be deleted in three months unless a specific request is made at the time of the registration. When a temporary Registered User visits certain scientific data, the notified information of the email address will be given to the provider of the scientific dataset concerned.

## **7. Information on Provider of Scientific Data Set and/or Its Metadata**

When a Registered User intends to register a scientific dataset and/or its metadata with the ADS, the Registered User concerned shall notify the ADS with data provider information, such as the name of the creator or contributor of the dataset, affiliation, address, telephone number, and email address, in order to facilitate proper use of the dataset in the scientific community. This information will be made public after the metadata registration is made (in the XML or JSON format) of the scientific data concerned, and also the ADS uses the information for identification of the data provider. The ADS may pass the metadata of the scientific dataset, including the above data for identification, on to a third party, for example a data portal such as the GEOSS Portal or a public library.

When registering a scientific dataset and/or its metadata with ADS, the Registered User concerned shall be deemed to agree that his or her provider information will be made public.

## **8. Time Period of Personal Data Storage**

The ADS shall store Personal Data of the Regular Users and Registered Users for a time period necessary for the provision of ADS services or its performance of legal obligations. The information shall be deleted when the storage of Personal Data is not necessary any more for the performance of legal obligation, except for cases in which data storage is still necessary for preservation of evidence or any treatment is required to prevent extinctive prescription to file a legal claim.

## **9. Disclosure, Correction, Use Interruption, and Deletion of Personal Data**

The ADS shall not disclose or provide a third party with any Personal Data collected by the ADS except in any one of the following cases:

- The user agrees to the disclosure or provision.
- The information is demanded by legal right.
- A need to protect a human life, body, or property has arisen, but it is difficult to obtain the consent of the user.

- A special need to enhance public hygiene or promote fostering healthy children has arisen, but it is difficult to obtain the consent of the user.
- When cooperating with a national government agency, a local government, or an individual or a business operator entrusted by such in the execution of affairs prescribed by laws and regulations, it is likely to impede the execution of affairs to obtain the consent of the user.

When a user requests the ADS to disclose, correct, suspend the use of, delete, or otherwise dispose of the user's personal information based on laws and regulations, the ADS shall perform such actions in accordance with the proper procedures set forth by the Research Organization of Information and Systems.

#### **10. Amendment of Privacy Policy**

The ADS is entitled to amend this Privacy Policy. When making important changes to the Policy, the ADS shall post information concerning such changes thirty (30) days prior to the enforcement at the latest on the ADS website.

#### **11. Inquiries concerning Private Policy**

It is requested that inquiries concerning this Privacy Policy be sent to one of the below contact officers together with the name, affiliation, and email address of the inquiry sender.

##### **- Person responsible for ADS Privacy Policy**

ADS Privacy Policy officer of the Arctic Environment Research Center, National Institute of Polar Research, Inter-University Research Institute Corporation Research Organization of Information and Systems  
Location: 10-3, Midori-cho, Tachikawa-shi, Tokyo 190-8518, Japan  
Email address: ads-privacy@nipr.ac.jp

##### **- Staff of the Research Organization of Information and Systems**

General Affairs Group, General Affairs Division, Tachikawa Administration Department, National Institute of Polar Research, Inter-University Research Institute Corporation Research Organization of Information and Systems  
Location: 10-3, Midori-cho, Tachikawa-shi, Tokyo 190-8518, Japan

Please use the inquiry form available at: <http://www.nipr.ac.jp/contact.html>

Reference:

Information Disclosure at the Research Organization of Information and Systems of the Inter-University Research Institute Corporation Research Organization of Information and Systems

<http://www.rois.ac.jp/open/01.html>