



JAIMS

Please complete this form and be ready to submit it upon your arrival at JAIMS.

PRIVACY NOTICE

The Japan-America Institute of Management Science (JAIMS) believes that your privacy is important. While the nature of the services provided by JAIMS requires that we periodically gather non-public personal information (“Personal Information”) about you, our policy is to maintain appropriate confidentiality with regard to all Personal Information that JAIMS maintains about you. This notice sets forth our privacy policy.

Information Provided to JAIMS By You:

JAIMS obtains Personal Information about you when it is necessary to the provision of certain services or programs for the benefit of our students, such as the JEMBA or EWKLP, and issuing documents required for your visa application. We limit the collection of Personal Information to what we reasonably believe is needed for the administration of those services or programs. As a result, Personal Information is obtained from the following sources:

- Personal Information you share with us either directly or through your agent or representative.
- Personal Information you provide or which is obtained through the provision of services or programs to you.
- Personal Information about you from your transactions with us, our affiliates or others, such as your current address, telephone number, date of birth, passport number.

To Whom JAIMS Discloses Personal Information:

JAIMS confines the sharing of your Personal Information to no more than reasonably necessary to accomplish the work, task, or purpose involved. We may disclose Personal Information about you to affiliates, government agencies, and any third party required for the purpose of administering a service or program on your behalf.

Restrictions on Disclosure of Personal Information:

Our employees have agreed to follow and maintain our privacy policies and procedures. Employees who violate these policies and procedures are subject to disciplinary action. Affiliates and third parties to which we disclose information are required to maintain adequate security standards for the protection of collected information. In addition, we maintain physical, electronic, and procedural safeguards to protect Personal Information.

For More Information or If You Have Questions:

If you have any questions regarding our privacy policy, you may call Roxanne Kam at (808) 396-7130, e-mail her at rox@jaims.org, or write to JAIMS, 6660 Hawaii Kai Drive, Honolulu, HI 96825-1192.

JAIMS reserves the right to change this Privacy Notice from time to time as necessary. Any change to the privacy policy will be disclosed.

Signed: _____

Printed Name: _____

Effective: December 2001
Updated: November 2007

Dated: _____