

[HANDLING PERSONAL INFORMATION]

To ensure the smooth running of the 1st International Conference on Energy and Material Efficiency and CO₂ Reduction in the Steel Industry (EMECCR2017), the collection, storage, management, and processing of all personal information related to EMECCR2017 shall be handled by the management company named below under contract with EMECCR2017 Organizing Committee with regard to the protection of personal information. Please contact the management company with regard to the disclosure, erasure, or amendment of the personal information of applicants collected for EMECCR2017. Contact Address for Management Company and Personal Information Manager:

EMECCR2017 Secretariat

c/o ISS, INC

Mita MT Bldg. 8F, 3-13-12 Mita

Minato-ku, Tokyo, 108-0073 Japan

TEL: +81-3-6369-9984

FAX: +81-3-3453-1180

E-mail: emecr2017@issjp.com

[TERMS OF ONLINE USE]

Handling of Personal Information of the EMECCR2017 Applicants, ISS, INC. shall handle registration information for EMECCR2017 under contract with EMECCR2017 Organizing Committee. This contract is a very important document regarding the handling and/or use of the personal information of applicants for EMECCR2017; be sure to read and verify the contract detail before use.

1. Purpose of collecting/using personal information

ISS, INC. shall gather/use the personal identifiable information (hereinafter referred to as "personal information") of applicants for EMECCR2017 for use in the processing of applications for participation in EMECCR2017 and/or notification of applicants of matters regarding event organization and registration procedures.

2. Provision of Personal Information

Personal information shall not be provided to a third party.

However, personal information may be provided to a third party in cases where any of the following applies.

(1) In the case that the person whose personal information it is approves or requests that the information be provided.

(2) In the case that there is a legally valid reason for providing the information, such as in response to enquiries from investigative authorities in accordance with the code of criminal

procedure.

(3) In the case that provision of the information is necessary to protect the life, health, property, or other vital interests of the person whose personal information it is or the public.

(4) With the consent of the person whose personal information it is, personal information will be provided to a third party in the following instances as necessary to achieve our business aims.

(5) In the case of providing the credit card transactions service company for card verification, with the name, credit cards' company name, card number, expiration date etc., for the collection of congress participation fee.

3. Outsourcing of personal information

ISS, INC. may on occasion outsource personal information processing. In the case that personal information processing is outsourced, a contract regarding personal information protection is concluded with the contractor and appropriate management and supervision carried out.

4. Storage and erasure of personal information

Recorded personal information will be stored for a certain period after EMECR2017. After the storage period expires, the data will be returned to EMECR2017 Organizing Committee.

5. Voluntary provision of personal information

Recorded personal information is provided voluntarily by the applicant. However, in the case that required information is not provided, the application for participation in EMECR2017 may not be accepted.

6. Disclosure, amendment, erasure, or cessation of use of personal information

At the request of the person whose personal information is recorded, notification of the purpose of use for the recorded information; disclosure, amendment, addition, deletion, erasure, or use of the information; and/or provision of the information to a third party will be ceased. Such requests should be made by contacting the office below.

Contact address for inquiries or complaints regarding the handling of personal information.

Personal Information Protection Officer

ISS, INC. International Conference Services

Mita MT Bldg. 8F, 3-13-12 Mita

Minato-ku, Tokyo, 108-0073 Japan

TEL: +81-3-6369-9984 FAX: +81-3-3453-1180

E-mail: emecr2017@issjp.com