# **Privacy Policy**

Your privacy and personal information are important to the Consulate-General of Japan in Sydney and we are committed to handling your personal information in a responsible way. Here is our Privacy Policy.

Please read all the sentences below carefully.

#### Third party booking site

The Consulate-General of Japan in Sydney uses a third-party website and software to manage appointment bookings. Your personal information, including your name and contact details, will be collected by the Consulate via the third party website to book your appointment. By proceeding with this booking, you are consenting to the collection of this information by the third-party on behalf of the Consulate for booking purposes.

### Purpose of use

The information acquired through this booking process will be used and stored for booking and visa processing purposes only.

#### Information collection

All information submitted by the user while scheduling an appointment online may be stored, transferred and shared by Consulate staff with any of its affiliated agencies, partners and any law enforcement agencies as would be required under law.

#### Limitations on use and provision

Except in cases of legal disclosure requests, illegal access, threats and other unlawful act or other special reasons, the information acquired will not be used by the Consulate for any purposes other than booking or visa processing nor will it be provided to any third-party. However, statistical information regarding access to the website or generic information on users' attributes may be made public.

## Measures to ensure security

The Consulate takes every necessary measure to manage acquired information appropriately, including through use of Secure Sockets Layer (SSL) protocols to prevent the leakage, loss or destruction of acquired information.

#### Disclosure of personal information

We will not respond to requests for the disclosure of personal information of booking system users, except in cases of legal disclosure requests.

#### Indemnity

The Consulate endeavors to secure the personal information collected through the booking website. However, no data protection or security measures are completely secure. Despite all the measures we have put in place, we cannot guarantee the security of your information, particularly in relation to transmissions over the internet.

In no event will the Consulate-General of Japan in Sydney be liable for damages of any kind, including without limitation, direct or indirect, incidental or consequential damages (including, but not limited to, damages for lost profits, business interruption and loss of programs or information) arising out of the use of or inability to use the Consulate's website or the online booking website, or any information provided on the website.