

**FAIR PROCESSING NOTICE**  
**For Applicants to ISNTT2021 online symposium**

This fair processing notice ("Notice") sets out how NTT Basic Research Laboratories, Nippon Telegraph and Telephone Corporation ("we", "us" and "our") will process as a personal data controller of the applicants to the International Symposium on Novel maTerials and quantum Technologies (ISNTT) 2021 ("Event") held online and the measures and processes we have put in place to ensure its adequate protection. This Notice does not form any contractual relationship between you and NTT, and NTT may amend it from time to time.

**1. LAWFUL PROCESSING**

We will only process your personal data as follows;

- A) When you have given your consent (you may withdraw your consent at any time, by making a request using the contact details set out below),
- B) When the processing is necessary to respond to a request from you/your employer,
- C) When the processing is necessary to manage our business and operations, and
- D) Where the processing is necessary for compliance with our legal and regulatory obligations

**2. WHAT PERSONAL DATA WE COLLECT ABOUT YOU**

1. We process the following types of personal data about you:
  - A) Your title, name, nationality, affiliation, affiliation's address, phone number, and email address;
  - B) Details of your access to our systems;
  - C) Data of recorded oral presentation of whom agreed to put it on to a special You Tube channel;
  - D) Your messages, feedback or contributions to the surveys and questionnaires.
2. It may be mandatory for you to provide us with your personal data to enable us to manage our business and operations, to provide information about our products, services, events or technologies to you/your employer, or to comply with our legal and regulatory obligations.  
If you fail to provide your personal data when requested, we may not be able to provide information to you/your employer or to invite you to our events.
3. We make every effort to maintain the accuracy and completeness of your personal data which we store and to ensure all of your personal data is up to date. However, you can assist us with this considerably by promptly contacting us if there are any changes to your personal data or if you become aware that we have inaccurate personal data relating to you. We will not be responsible for any losses arising from any inaccurate, inauthentic, deficient or incomplete personal data that you provide to us.

**3. HOW WE COLLECT YOUR DATA**

We collect your personal data from our Event website, when you submit the information to create your account in the system.

#### **4. HOW WE USE THE PERSONAL DATA**

We will use your personal data for the following purposes;

- A) to manage the security of and access to the Event,
- B) to arrange your attendance at the Event,
- C) to verify your identification at the Event,
- D) to know about which presentation and poster session at the Event you participate in,
- E) to collect statistics about the number of accesses and visitors to sessions and exhibitions at the Event,
- F) to identify winners of student poster award in the Event and to send gifts to those winners,
- G) to respond to your messages or posts to us,
- H) to exchange the information among participants and exhibitors through tools (e.g. Zoom, Remo, YouTube) during the Event,
- I) to provide you with event invitations to the Event and other events organized by NTT-BRL,
- J) to manage, develop and improve our product range, services, stores, information technology systems and websites,
- K) for management of our business and operations and administrative purposes in relation to the security of and access to our premises and systems,
- L) to comply with court orders and exercise and/or defend our legal rights,
- M) for any other legitimate business purpose, and
- N) as otherwise permitted or required by any applicable law or regulation.

#### **5. WHEN WE MAY DISCLOSE YOUR PERSONAL DATA**

We do not and will not sell, rent out or trade your personal data. NTT will only disclose your personal data to the following recipients;

- A) to companies approved or designated by you,
- B) to exhibitors of the Event,
- C) to service providers who process your personal data on our behalf for the Event (such as our systems providers including cloud providers and the administrators for the Event),
- D) to any third party to whom we assign or novate any of our rights or obligations,
- E) to any prospective buyer in the event we sell any part of our business or assets, and
- F) to any government, regulatory agency, enforcement or exchange body or court where we are required to do so by applicable law or regulation or at their request.

#### **6. HOW WE PROTECT YOUR PERSONAL DATA**

NTT is committed to safeguarding and protecting your personal data and will implement and maintain appropriate technical and organizational measures to ensure a level of security appropriate to protect your personal data from accidental or unauthorized destruction, loss, alteration, disclosure or access.

#### **7. OUR RIGHTS IN RELATION TO THE PERSONAL DATA WE COLLECT**

1. Under certain circumstances provided under applicable law, you may have the following rights in

relation to our processing of your personal data:

- A) The right of access;
  - B) The right to rectification;
  - C) The right to erasure;
  - D) The right to restriction of processing;
  - E) The right to object to processing;
  - F) The right to data portability;
  - G) The right to opt-out of the “sale” (for California residents, you can request to opt-out out of the “sale” of your personal data to ISNTT2021 secretariat specified in section 11:)
2. You are entitled to exercise the rights described above free from discrimination in the form of legally prohibited increases in the price or decreases in the quality of our goods or services.
  3. If you wish to exercise any of your rights, please contact us using the contact details provided in section 11. We may request that you prove your identity in order for us to comply with our security obligations and to prevent unauthorized disclosure of data. You may designate an authorized agent to exercise your rights in accordance with applicable law. In order to designate an authorized agent to exercise your rights, we may request you to provide a valid power of attorney.

## **8. FOR HOW LONG WE WILL HOLD YOUR PERSONAL DATA**

We will only retain your personal data as long as necessary to fulfill the purpose for which it was collected or to comply with legal, regulatory or internal policy requirements.

## **9. CHANGES TO THIS FAIR PROCESSING NOTICE**

We may change or update parts of this Notice in order to maintain our compliance with applicable law and regulation or following an update to our internal practices.

## **10. CONTACT INFORMATION**

If you have any queries about the contents of this Notice or your personal data, or wish to make a request in relation to your personal data, please contact ISNTT2021 secretariat using the details below:

Email: [isntt@hco.ntt.co.jp](mailto:isntt@hco.ntt.co.jp)

Post: ISNTT Secretariat, NTT Basic Research Laboratories,  
3-1 Morinosato-Wakamiya, Atsugi, Kanagawa, 243-0198 JAPAN

## **11. HOW TO LODGE A COMPLAINT TO THE REGULATOR**

We are committed to resolving complaints about our use of your personal data. If you consider that we have breached your data protection rights, please contact us using the details set out above. If you are not satisfied with the response, you may be entitled to lodge a complaint with a competent data protection authority.

## 12. WHAT ARE THE SERVICES WE USE IN THE EVENT

For further information view the policies of tool services we use for this symposium, please view the link of each services as follows:

A) Zoom's Policies

Legal & Compliance Center

[\(https://explore.zoom.us/en/trust/legal-compliance/\)](https://explore.zoom.us/en/trust/legal-compliance/)

Terms of Service

[\(https://explore.zoom.us/en/terms/\)](https://explore.zoom.us/en/terms/)

Privacy Statement

<https://explore.zoom.us/docs/en-us/privacy.html>

B) Remo's policies

Users Terms of Service

[\(https://remo.co/terms-of-service/\)](https://remo.co/terms-of-service/)

Privacy

[\(https://remo.co/privacy-policy/\)](https://remo.co/privacy-policy/)

C) You Tube's policies

Rules and policies

[\(https://www.youtube.com/intl/ALL\\_uk/howyoutubeworks/policies/\)](https://www.youtube.com/intl/ALL_uk/howyoutubeworks/policies/)

Copyright

[\(https://www.youtube.com/intl/ALL\\_uk/howyoutubeworks/policies/copyright/\)](https://www.youtube.com/intl/ALL_uk/howyoutubeworks/policies/copyright/)