

National Personnel Authority Website Privacy Policy

1. Basic Approach

The Public Relations Office of the General Affairs Division, Secretariat of the National Personnel Authority, collects information about users of this website (the National Personnel Authority website, including subdomains under the jinji.go.jp domain; hereinafter referred to as “this website,” unless otherwise specified) to the extent necessary for the smooth operation of the services provided on this website (provision of information via this website and receipt of various comments and feedback). The information collected will be handled appropriately and used only within the scope of the intended purposes.

2. Scope of Information Collected

(1) To enhance user convenience and improve the site, this site uses Matomo, a web analytics tool for which the Digital Agency provides the operating environment and other support. Matomo collects information such as IP addresses, device and operating system details, browser types, pages viewed, time spent on the site, and referring URLs. This information does not identify individuals.

The information collected will be used solely for the purposes of operating this website. Users may also restrict the use of cookies via their browser settings.

For the privacy policy regarding the scope of data collection by Matomo, please refer to the [Data Collection Policy for the Website Statistics Tool Provided by the Digital Agency | Digital](#) Agency (external link).

(2) When submitting comments via the National Personnel Authority Public Comment Procedure or the Comments section using an email address, users are requested to provide their name and email address. Please note that for enquiries not submitted via the form, the sender’s email address will be displayed to the recipient.

(3) On this website, we ask for your voluntary feedback on whether you were able to find the information you were looking for on the pages you viewed. If you provide feedback regarding the pages you have viewed, we will collect information relating to this. Please note that we ask that you do not include any information that could identify a specific individual in your feedback.

3. Purpose of Use

(1) The information collected under 2.(1) will be used as a reference to ensure the smooth operation of the services provided by this website.

(2) The information collected in 2.(2) will be forwarded to the relevant department within the National Personnel Authority as appropriate, and your name, email address, and

other details may be used for purposes such as verifying the content.

(3) This website uses Google Custom Search for its internal search functions to improve user convenience.

(4) The enquiry form on this website uses Google reCAPTCHA to protect the site from spam and other threats.

(5) With regard to (3) and (4), Google's Privacy Policy and Terms of Service apply.

4. Restrictions on Use and Provision

The National Personnel Authority will not use the collected information for purposes other than those specified in Section 3, nor will it provide such information to third parties, except in cases where disclosure is required by laws and regulations, in the event of unauthorised access, in the event of illegal acts such as threats, or where other special reasons apply. However, we may publish statistically processed data or public comments relating to access information to this website, submissions to the National Personnel Authority through the National Personnel Authority Public Comment Procedure or Comments and Suggestions section, and user attributes related to these.

5. Security Measures

The National Personnel Authority shall take necessary measures to prevent the leakage, loss or damage of collected information and to ensure the appropriate management of such information. Furthermore, in connection with the outsourcing of the operation of this website, the handling of collected information may also be outsourced. In such cases, we shall take necessary measures to ensure that the contractor also prevents the leakage, loss, or damage of collected information and manages such information appropriately.

6. Scope of Application

(1) This Privacy Policy applies solely to this website. The handling of information by other ministries, agencies, and similar bodies shall be carried out under the responsibility of each respective organisation.

(2) When viewing pages on this website that feature social media buttons used by the National Personnel Authority, information regarding the viewer may be transmitted to the operators of the relevant social media platforms. For details regarding the scope of information transmitted and other matters, please refer to the privacy policies of the respective social media services used on this website, available on each operators' websites.

[Contact Information]

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