

## **Privacy policy**

### **Handling of Contact Information and Website Information related to Branches and Study Groups**

The Sogetsu Foundation Headquarters (hereinafter, the "Headquarters") handles the contact information of the overseas branches and study groups (hereinafter, the "Branch/SG Contact Information") as specified below.

#### Details

#### 1. Branch/SG Contact Information

The Branch/SG Contact Information refers to what is written in the annual report submitted to the Headquarters and written by a director/ chairperson as publicly open information. Specifically it consists of the following data:

##### A. Email address

Email address used as group mail by the Branch/SG or email address of the Branch Director/SG Chairperson or a liaison officer.

##### B. Telephone/Fax numbers

Branch/SG representative telephone/fax numbers or telephone/fax numbers of the Branch Director/SG Chairperson or a liaison officer.

##### C. Website and social network addresses

Addresses of the official website and social networks, such as Facebook, of the Branch/SG

\*This does not include addresses of Ikebana International or personal websites.

\* Only those periodically updated are applicable.

\*For any Branch/SG which does not submit an annual report, the Headquarters will use previous data. However, should the Headquarters find that the contact information is no longer valid, it will be deleted.

#### 2. Purpose for use by the Branch/SG Contact Information

While properly managing the Branch/SG Contact Information, the Headquarters uses it for:

- (1) Communicating between the Headquarters and the Branch/SG.
- (2) Publishing information on the Sogetsu official website .
- (3) Providing information in response to an inquiry from a person looking for a Sogetsu teacher or wishes to participate in a Sogetsu seminar/event.
- (4) Providing a list of Branch/SG Contact Information when requested by another Branch/SG.\*\*  
\*\* Supplemental remarks to (4)  
Any Branch/SG may request a list of Branch/SG Contact Information from Headquarters if it is to be used for:
  - I. Providing information of an exhibition, workshop or other activities to a nearby branch/SG to invite them.
  - II. Calling or consulting with another Branch/SG to arrange an event together and or invite a Master Instructor of the HQ
  - III. Promoting exchange between Branches/SGs

Before handing out the list, the Headquarters will always ask the requesting Branch/SG its purpose and make sure that the Branch/SG, to which the list is provided, should handle the information properly and carefully.

**【A letter of consent】**

regarding the contact information of branch/ Study Group

- A. E-mail address of Branch/ SG  
( for releasing to the public and putting into a list of Branch/SG Contact Information)

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- B. Telephone /Fax number  
( for releasing to the public and putting into a list of Branch/SG Contact Information)

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- C. Branch/SG's official website or Social network address  
(the one which you keep updated. Ikebana International is not included.)

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I agree to all the above private policy regarding the contact information of branch/ Study Group and declare the above information is correct. If there are any changes I undertake to notify them to the Sogetsu Headquarters as soon as possible.

Date: \_\_\_\_\_

Branch / Study Group : \_\_\_\_\_

Director / Chairperson : \_\_\_\_\_

Signature: \_\_\_\_\_