

## Japan Laser Processing Society: Privacy Notice

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Japan Laser Processing Society (here in after "JLPS") is committed to protecting your personal data. This notice outlines how we collect, share and use your personal data, and how you can exercise your privacy rights involving your data.

### **Where We Collect Personal Data From:**

JLPS receives your personal data from these sources:

- \* Websites (JLPS owned or managed), including <http://www.jlps.gr.jp/>, <http://www.jlps.gr.jp/jlmn/>, and where you create accounts to access products and services for LPM/SLPC symposium & LAMP congress, the online proceeding submission system of each symposium/congress, and for submission to the access-free journal, "Journal of Laser Micro/Nanoengineering (JLMN)".
- \* Submission to JLPS's Laser Materials Processing Conference & the proceedings (講演会論文集), and the membership journal, "Journal of Japan Laser Processing Society"(レーザ加工学会誌).
- \* JLPS-contracted vendors who provide a specific service related to the delivery of a product or service, including those for which you provide registration information such as, paper submissions, conference registrations, career searches and grant applications.
- \* Third-party individuals, including corresponding authors providing information about you as a co-author or potential reviewer and /or editors
- \* JLPS-contracted partners, including co-sponsors for meetings and peer societies.
- \* Your correspondence to us via mail, email or fax to the JLPS secretariat.

### **What Personal Data We Collect**

The personal data collected by JLPS falls into these categories:

- Identifying data, including name, and photo for symposium/congress award ceremony and the photo gallery on website after the events
- Contact data, including email addresses, physical addresses and telephone/fax numbers.
- Demographic data, including nationality, birth year, gender, dietary restrictions, family member names and emergency contact, especially for supporting Japanese VISA support for attending the LPM/SLPC symposium, LAMP congress.
- Financial data, including transaction details about purchases you have made, and payments to and from you.
- Professional data, including CVs, technical and research interests, educational background, and employers.
- JLPS-related activity data, including author and reviewer history, volunteer activities, customer service communications.
- Technical data, including internet protocol (IP) address, browser type and version, broad geographic location, device type, operating system and other technical information. We may also collect information about how your device has interacted with our websites, including the web pages accessed and links clicked on.

For:	Your personal information:
1 Abstract (One-Page Digest) submission for LPM/LAMP/SLPC	<p data-bbox="770 159 1452 383">Presenting/corresponding author's name, affiliation, company name, department, street address, city, state/prefecture, ZIP-code, country, e-mail address, Tel/Fax number, title (Prof. Dr. Mr. Ms.), co-authors' names and their affiliations should be inputted in the submission system.</p> <p data-bbox="770 427 1452 555">Your e-mail address will be used for the various announcements/notices (e.g. Acceptance Notice) from the symposium/congress secretariat.</p>
2 Abstract booklet "Program & Technical Digest" of LPM/LAMP/SLPC (Electric file)	All authors' names, affiliations, company names, departments, street addresses, cities, states/prefectures, ZIP-codes, countries, e-mail address of corresponding author will be included in the booklet.
3 Registration system (including on-site Registration) for LPM/LAMP/SLPC	<p data-bbox="770 781 1452 1050">Name, affiliation, company name, department, street address, city, state/prefecture, ZIP-code, country, e-mail address, Tel/Fax number, title (Prof. Dr. Mr. Ms.), should be inputted in the registration system which is prepared by JLPS designated vendor. (In case of inputting your personal information by your own secretary, please be sure to give him/her the permission from you in advance.)</p> <p data-bbox="770 1084 1452 1205">Your e-mail address will be used for the correspondence and the publish notice of the Proceedings from the symposium/ congress secretariat after the symposium/ congress.</p>
4 Japanese VISA support for attending LPM/LAMP/SLPC	In order to attend JLPS-organized event, if you would like to receive any supports for obtaining Japanese VISA support from the event secretariat, the following information will be required. (Support arrangements will be managed by either JLPS or the LPM/LAMP/SLPC designated vendors. Your name (and accompanying family person's name, if any), title (Prof. Dr. Mr. Ms.), nationality, birthday (Year/Month/Date), affiliation, company name, department, street address, city, state/ prefecture, ZIP-code, country, travel schedule in Japan, flight information, staying hotel name(s), e-mail address and direct shipping address and telephone number in order to send you supporting documents by overseas business letter from Japan.
5 Manuscript Submission to LPM/LAMP online proceedings	First and corresponding authors' names, affiliations, company names, department, street addresses, city, state/prefecture, ZIP-code, countries, e-mail addresses, Tel/Fax numbers, titles (Prof. Dr. Mr. Ms.), co-authors' names and their affiliations, initial abstract number(s) should be inputted in the manuscript submission system.

6	Copyright Transfer Form for the online Proceedings of LPM/LAMP.	Paper title, all authors' names, initial abstract number, authors' signature(s), authorized employer signature should be written in the copyright transfer form.
7	Proceedings Order Form (Back number) for LPM/LAMP/SLPC Proceedings	Applicant's name, organization, department, street address, city, ZIP-code, country name, e-mail address, Tel/Fax number, title (Prof. Dr. Mr. Ms.), credit card number, expiration date, card holder's name and signature (in case of payment by credit card) should be written in the Proceedings Order form.
8	Manuscript Submission for JLMN	First/corresponding author's name, affiliation, company name, department, street address, city, state/prefecture, ZIP-code, country, e-mail address, Tel/Fax number, title (Prof. Dr. Mr. Ms.), co-authors' names and their affiliations, abstract number (if applicable) should be inputted in the manuscript submission system.
		©Clarivate Analytics/©ScholarOne, Inc. <a href="https://mc.manuscriptcentral.com/jlmn">https://mc.manuscriptcentral.com/jlmn</a>
9	Publication Charge Form for JLMN (After Acceptance Notice)	Applicant's name, organization, department, billing address, city, ZIP-code, country, e-mail address, Tel/Fax number, title (Prof. Dr. Mr. Ms.), credit card number, expiration date, card holder's name and signature (in case of payment by credit card) should be written in the Publication Charge form.
10	JLMN Reprint Order Form	Applicant's name, paper number, paper title, affiliation, department, street/billing address, city, state/prefecture, ZIP-code, country, e-mail address, Tel/Fax number, title (Prof. Dr. Mr. Ms.), credit card number, expiration date, card holder's name and signature (in case of payment by credit card) should be written in the Reprint Order form.
11	Manuscript Submission to JLPS's Japanese journal "Journal of Japan Laser Processing Society (Hardcopy and electric file) (レーザー加工学会誌 依頼原稿表紙)	Paper title, sub-title, all author's name, affiliations, company names, departments, corresponding author's name, affiliation, department, street addresses, city, state/prefecture, ZIP-code, country, e-mail address, Tel/Fax number, consent for publication on website should be inputted in the manuscript submission form.
12	Registration for JLPS's Laser Materials Processing Conference (レーザー加工学会講演会 参加申込)	Applicant's name, affiliation, department, street/billing address, city, state/prefecture, ZIP-code, country, e-mail address, Tel/Fax number, title (Prof. Dr. Mr. Ms.), JLPS membership number (if applicable) should be written in the registration form. (To be sent by fax or e-mail)

13	Proceedings of the Laser Materials Processing Conference (レーザ加工学会講演論文集) (Electric file)	All authors' names, affiliations, company names, departments, street addresses, city, state/prefecture, ZIP-code, country, corresponding author's e-mail address are indicated in the proceedings of the Laser Materials Processing Conference to be held in Japan.
14	Back Number Order Form of "Proceedings of the Laser Materials Processing Conference" and others	Name, company name, department, shipping address, ZIP code, e-mail address should be written in the Back Number Order form.
15	JLPS Membership Application/ Retirement Form (入会申込書/退会申込書)	Name, contact address, Tel/Fax numbers, e-mail address, Home or Office checkmark. For supporting member, company/ organization name, address, manager name, title of manager, person in charge, title of person in charge, Tel/Fax number, e-mail address should be inputted in the Membership Application/Retirement form. (To be sent by fax or e-mail)

Note: JLPS = Japan Laser Processing Society

LPM = International Symposium on Laser Precision Microfabrication

LAMP = International Congress on Laser Advanced Materials Processing

SLPC = Smart Laser Processing Conference

JLMN = Journal of Laser Micro/Nanoengineering (free access online journal)

## **How We Use Personal Data**

JLPS uses your personal data to:

- Process and deliver a product or service you have ordered.
  - In some cases, this will require JLPS to share your data with a third-party provider. In these cases, a contractual arrangement is in place to ensure the protection of the data and the minimal transfer of data necessary to complete the task that is shared. For example, accepted manuscripts – which include author contact information – are shared with our publishing vendors to prepare the article for publication.
  - In other cases, JLPS contracts with a partner to provide a product or service and data is shared with or received from the partner. For example, a co-sponsor of a meeting, a peer society that processes joint memberships, or a sister society that provides a member benefit.
- Provide information to you about other relevant JLPS programs and services based on your interests.
- Include your information in our online directory.
- Improve your online experience. For example, we keep you logged in to our network as you read online journal content.
- Monitor JLPS content and services to prevent potentially abusive activities.
- Share mailing addresses with JLPS members
- Respond to a competent law enforcement body, regulatory, government agency, court or other third party where we believe disclosure is legally required; to exercise, establish or defend our legal rights; or to protect your vital interests or those of any person.

In connection with any proposed purchase, merger or acquisition of any part of our business, your data may be transferred as part of that transaction with the stipulation that the conditions of this privacy policy transfer with the data. Personal information data related to the LPM/LAMP/SLPC symposium will be erased within three years after the event.

### **Your Data Rights**

You may access the majority of the information that JLPS maintains on you in our database in the "My Account" (JLPS Membership login ID and Password) feature of our system; e.g. Manuscript search at Kintone&Kviewer exclusively for JLPS members. Author and reviewing information is contained in electric files of JLPS publishing proceedings of LPM/LAMP/SLPC symposium/congress, Proceedings of the Laser Materials Processing Conference (講演会論文集), Journal of Japan Laser Processing Society (学会誌), our open-access online journal "Journal of Laser Micro/Nanoengineering (JLMN)". Questions or concerns about your data may be sent to [jlps@jlps.gr.jp](mailto:jlps@jlps.gr.jp)

### **Log Files**

Web site log files store information such as internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, platform type, date/time stamp, and number of clicks. Normally, an IP address will change each time you connect to the internet; in some cases, however, you may have a static address, and your IP address may be deemed identifiable. Log files are used to analyze trends, administer the site, track users' movements within the site and gather broad demographic information for aggregate use. The log files are used by utility tracking software to analyze user movement.

### **Transfer of Information to Other Countries**

JLPS is a global organization headquartered in Japan but with activities, members, customers, vendors and consultants around the world. In the course of normal business, JLPS may transfer information to other countries as necessary for us to provide our products and services. By submitting your information to JLPS (electronically or in hard copy), you consent to such transfers and to the processing of this information in other countries.

### **Cookies and Other Tracking Technologies**

To enhance the performance and functionality of our site, we use session, persistent and third-party "cookies" that store a small text file on your computer and collect certain information about your visit to our site. We also use cookies to understand users' browsing and buying activities so that we can measure the success of online advertising campaigns we run on the site. Our site may use web beacons, flash cookies and other tracking technologies (either directly or from our partners or service providers), along with cookies, to determine if a user has visited a particular webpage. These beacons help us to provide you more relevant information, as well to measure the success of a marketing campaign.

### **Modifications to this Notice**

JLPS may modify, add or remove portions of this Privacy Notice at any time. Where such changes are material in nature, JLPS will provide additional notice via email or notification on the Websites. The date of the last update is displayed at the top of this Privacy Notice.

### **Contact Information**

If you have any questions or suggestions regarding this Privacy Notice, please contact JLPS at:

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