

The American Institute of Architects Japan Chapter (AIA Japan)
Privacy Policy

(Adopted January 1, 2019)

1. Member Information

The updated list of members shall be obtained and updated by the Secretary by requesting such a list (the membership roster) from AIA National at least twice a year in order to update the mailing list and to verify the number of members for the purpose of updating insurance policies and/or other paperwork that requires updating each year.

Secretary shall exercise discretion in disclosing the contents in whole or in parts of the list.

The list may be circulated among the Officers only with maximum precaution against inadvertent disclosure or unintended circulation outside the persons requiring the information contained herein. Any paper copy of such a list shall be shredded after each use.

2. Financial Information

The chapter shall not collect or use credit card information of its members or customers, nor use a credit card under its name for payment.

The bank information of individuals / vendors, for making payment through bank transfer, shall be kept in file in the form of printed invoices issued by the recipients for accounts payable and kept secure under the control of the Treasurer.

3. E-Mail Addresses

Secretary maintains and updates the general mailing list(s) of the chapter. Officers and Committee Chairpersons may access such list(s) to send out e-mail announcements to the membership and friends of the chapter.

When mass e-mailing, the addresses of the intended recipients shall be hidden in the BCC section of the e-mail, so that those who receive the e-mail shall not see the e-mail addresses of other addressees.

4. Training and Reminder of these Policies

President shall instruct Secretary at the first Board Meeting of the fiscal year to remind all the Directors of the privacy policies above.