

Kansai Gaidai University

Basic Policy for Personal Information Protection

Kansai Gaidai University (“University”) is fully aware of the importance of protecting personal information and has established its Basic Policy for Personal Information Protection. In line with this Policy, the University will implement the following:

Article 1 Definition of Personal Information

The term "Personal Information" refers to any information about a living individual and applies to any of the following:

1. Any information concerning an individual that can be used to identify the specific individual, such as name, postal address, date of birth, telephone number and e-mail address.
2. Information that by itself cannot be used to identify an individual, but can be easily collated with other information to identify a specific individual

Article 2 Acquisition and Use of Personal Information

After clarifying the purposes of use of personal information insofar as possible, the University will acquire personal information only to the extent necessary for achieving such purposes, using appropriate methods. The University will disclose these purposes of use or inform the individual (who is identified or may be identified from said personal information) of these purposes, unless otherwise required by law.

The University will use and handle personal information within the scope of the clarified purposes of use, unless otherwise agreed by the individual, or unless otherwise required by law. Before personal information compiled on a database is provided to a third party, the University will obtain prior consent from the individual, except when such data request is based on law or regulation.

Article 3 Management and Protection of Personal Information

The University is aware of personal information-related risks (leak, loss, destruction, falsification, unauthorized access etc.) and will take necessary and appropriate security management measures to prevent such risks. The University will also conduct necessary and appropriate surveillance of its faculty and staff members, as well as third parties to which the handling of personal information is entrusted, in order to ensure that personal information is managed safely and securely.

Article 4 Disclosure, Correction, Deletion etc. of Personal Information

If an individual requests via the prescribed procedures the disclosure, correction or cessation of use of his/her personal information compiled in the database, the University will swiftly honor such request, in accordance with relevant laws and regulations.

The University will in a prompt and appropriate manner address complaints filed by the individual regarding the handling of his/her personal information, and will strive to develop a system within the University to ensure proper response to such complaints.

Article 5 Laws, Regulations and Standards to Be Observed

In handling personal information, the University will abide by the Personal Information Protection Law and other relevant laws and regulations, guidelines established by the Minister of Education, Culture, Sports, Science and Technology, and the Kansai Gaidai University Basic Policy for Personal Information Protection.

Article 6 Establishment and Continual Improvement of Personal Information Protection and Management System and Mechanism

The University will review and improve, as deemed appropriate, its system and mechanism for protecting personal information, as well as the activities mentioned in the above articles.

■ For Inquiry

Should you have any questions and comments regarding personal information and the Basic Policy for Personal Information Protection mentioned above, please contact us at:

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■ Records of Stipulation and Revisions

The Basic Policy came into effect on April 1, 2006.