

About the Handling of Personal Information

To Students

1. Acquisition of Personal Information

Kansai Gaidai University (“University”) collects and uses the personal information detailed below to smoothly conduct research and education, as well as various administrative operations.

- (1) Name, sex, date of birth, legal domicile, postal address, telephone number, emergency contact number, student ID number, e-mail address etc.
- (2) Various academic results, evaluations, track records, class standing, educational background, occupational career, course registration, qualifications etc.
- (3) Personal appearance, photographs, images etc.
- (4) Family structure, state of health etc.
- (5) Place of employment, career/academic path after graduation
- (6) Passport number, license number, car license plate number, bank account number etc.
- (7) Other information necessary for research, education and administrative operations.

2. Purposes of Use

The collected information detailed in section 1 above will be used for contact, announcement, services, management, operation, guidance, selection, preparation, publicity and other purposes, in relation to the following:

- (1) School register records (leave of absence, withdrawal, expulsion, student ID, change of address, transfer etc.)
- (2) Academic results (evaluation, credit recognition, examinations, face-to-face guidance, doctoral thesis review results etc.)
- (3) Course registration (registration, confirmation, cancellation, screening etc.)
- (4) Classes (organizing classes, class member list, class attendance/absence, various programs such as IES, ESL, CPE, and Asian Studies Program, face-to-face guidance, education support software etc.)
- (5) Various seminars and lectures (career development seminars, diplomacy seminars, lectures in preparation for teacher employment examinations etc.)
- (6) Various training programs, exercises, certifications and qualifications (teaching certificates, librarian/teacher-librarian certificates etc.)

- (7) Club and extracurricular activities, student activities (joining/leaving clubs, club member list, activity results and achievements, shuttle bus etc.)
- (8) Various students' organizations
- (9) Various scholarships
- (10) Student life (commuting, motorcycles, bicycles, lodging etc.)
- (11) Various overseas study and international exchange programs
- (12) Library and Media Center (entry and use of Center, book lending, returning and purchasing etc.)
- (13) Job-hunting and academic/career path after graduation (internships, list of graduates' places of employment)
- (14) Various certificates
- (15) Various ceremonies, events, commendations, and Kansai Gaidai University Alumni Association (list of graduates etc.)
- (16) Various facilities and equipment
- (17) Receipts and disbursements (school fees, tuitions, fees for official examinations, administrative fees for issuing certificates etc.)
- (18) Safety and health, and welfare (physical checkups etc.)
- (19) Various surveys and statistics
- (20) Various insurances
- (21) University-related materials and public relations
- (22) Crime prevention
- (23) Public announcement of disciplinary measures
- (24) Other purposes necessary for research, education and administrative operations

3. Disclosure and Provision of Personal Information to Third Party

As a rule, the University does not disclose or provide collected personal information to any third party without prior consent of the individual in question, unless required by the Personal Information Protection Law or other relevant laws and regulations. However, to smoothly conduct research, education and various administrative operations, the University may disclose or provide personal information detailed in section 1 above to a third party for the purposes set forth in section 2 above, by such means as posting on a bulletin board, on-campus broadcasting, making it available for public perusal, and sending by postal mail.

If you wish to prohibit the disclosure and provision of said personal information to a third party, please contact the Department of Student Affairs.

To Parents/Guardians and Guarantors

1. Acquisition of Personal Information

Kansai Gaidai University (“University”) collects and uses personal information detailed below to smoothly conduct research and education, as well as various administrative operations.

- (1) Name, sex, postal address, telephone number, emergency contact number, e-mail address etc.
- (2) Family structure etc.
- (3) Other information necessary for research, education and administrative operations.

2. Purposes of Use

The collected information detailed in section 1 above will be used for contact, announcement, delivery, services, preparation, management, operation and other purposes, in relation to the following:

- (1) School register records (change of address, change in student’s status etc.)
- (2) Academic results (grade reports, examinations, face-to-face guidance etc.)
- (3) Classes (course registration, face-to-face guidance etc.)
- (4) Guarantees
- (5) Various certificates
- (6) Various scholarships
- (7) Various ceremonies, events, commendations and Kansai Gaidai University Alumni Association etc.
- (8) Receipts and disbursements (school fees, administrative fees for issuing certificates etc.)
- (9) Various insurances
- (10) University-related materials and public relations
- (11) Other purposes necessary for research, education and administrative operations

3. Disclosure and Provision of Personal Information to Third Party

As a rule, the University does not disclose or provide collected personal information to any third party without prior consent of the individual in question, unless required by the Personal Information Protection Law or other relevant laws and regulations. However, to smoothly conduct research, education and various administrative operations, the University may disclose or provide the personal information detailed in section 1 above to a third party, for the purposes set forth in section 2 above, by sending by postal mail and through other means.

If you wish to prohibit the disclosure and provision of said personal information to a third party, please contact the Department of Student Affairs.

To Graduates

1. Acquisition of Personal Information

Kansai Gaidai University (“University”) collects and uses personal information detailed below to smoothly conduct research and education, as well as various administrative operations.

- (1) Name, sex, date of birth, legal domicile, postal address, telephone number, emergency contact number, student ID number, e-mail address etc.
- (2) Various academic results, evaluations, track records, class standing, educational background, occupational career, course registration etc.
- (3) Personal appearance, photographs, images etc.
- (4) Family structure etc.
- (5) Place of employment, place of work, career/academic path after graduation
- (6) Other information necessary for research, education and administrative operations.

2. Purposes of Use

The collected information detailed in section 1 above will be used for announcement, delivery, services, contact, preparation, management, operation and other purposes in relation to the following:

- (1) School register records (leave of absence, withdrawal, expulsion, student ID, change of address, change in person’s status etc.)
- (2) Academic results (evaluation, credit recognition, examinations, face-to-face guidance, doctoral thesis review results etc.)
- (3) Course registration (course registration records etc.)
- (4) Various seminars and lectures
- (5) Various scholarships
- (6) Overseas study and international exchange programs
- (7) Library and Media Center (entry and use of Center etc.)
- (8) Job hunting and academic/career path after graduation (career guidance for current students, list of graduates’ places of employment)
- (9) Various certificates
- (10) Various ceremonies, events, lectures (list of graduates etc.)
- (11) Receipts and disbursements (administrative fees for issuing certificates etc.)
- (12) Various surveys and statistics

- (13) University-related materials and public relations
- (14) Kansai Gaidai University Alumni Association
- (15) Other purposes necessary for research, education and administrative operations

3. Disclosure and Provision of Personal Information to Third Party

As a rule, the University does not disclose or provide collected personal information to any third party without prior consent of the individual in question, unless required by the Personal Information Protection Law or other relevant laws and regulations. However, to smoothly conduct research, education and various administrative operations, the University may disclose or provide the personal information detailed in section 1 above to a third party, for the purposes set forth in section 2 above, by such means as making it available for public perusal and sending by postal mail .

If you wish to prohibit the disclosure and provision of said personal information to a third party, please contact the Department of Student Affairs.

To Prospective Students

1. Acquisition of Personal Information

Kansai Gaidai University (“University”) collects and uses personal information detailed below to smoothly conduct entrance examinations, research and education, as well as various administrative operations.

- (1) Name, sex, date of birth, postal address, telephone number, emergency contact number, e-mail address etc.
- (2) Various academic results, evaluation, track records, class standing, educational background, occupational career, course registration etc.
- (3) Personal appearance, photographs, images etc.
- (4) Candidate's test number etc.
- (5) Other information necessary for entrance examinations and various administrative operations.

2. Purposes of Use

The collected information detailed in section 1 above will be used for announcement, delivery, services, contact, preparation, management, operation, selection and other purposes, in relation to the following:

- (1) Entrance examination (qualifications of candidacy for examination, examination procedures and implementation, tests, selection, announcement of results, entrance examination briefing session, Open Campus Day etc.)
- (2) Admission (procedures etc.)
- (3) School register records (student ID card etc.)
- (4) Classes (class composition, class member list etc.)
- (5) Various ceremonies and events
- (6) Receipts and disbursements (admission fees, tuitions etc.)
- (7) Various surveys and statistics
- (8) University-related materials and public relations
- (9) Pre-university education
- (10) Other purposes necessary for entrance examinations, research, education and administrative operations

3. Disclosure and Provision of Personal Information to Third Party

As a rule, the University does not disclose or provide collected personal information to any third party without prior consent of the individual in question, unless required by the Personal Information Protection Law or other relevant laws and regulations. However, to smoothly conduct research, education and various administrative operations, the University may disclose or provide to a third party the personal information detailed in section 1 above, for the purposes set forth in section 2 above, by such means as posting on a bulletin board, making it available for public perusal, and sending by postal mail.

If you wish to prohibit the disclosure and provision of said personal information to a third party, please contact the Admissions Office of Kansai Gaidai University.

To Faculty and Staff Members

1. Acquisition of Personal Information

Kansai Gaidai University (“University”) collects and uses personal information detailed below to smoothly conduct research and education, personnel affairs, and various administrative operations.

- (1) Name, sex, date of birth, legal domicile, postal address, telephone number, emergency contact number, e-mail address etc.
- (2) Research achievements, various academic records, evaluations, course evaluations, educational background, occupational career, track records, qualifications etc.
- (3) Personal appearance, photographs, images etc.
- (4) Family structure, state of health etc.
- (5) Use of parking lots (car license plate number, car type, automobile insurance etc.)
- (6) Salary (bank account number etc.)
- (7) Other information necessary for research and education, personnel affairs and administrative operations.

2. Purposes of Use

The collected information detailed in section 1 above will be used for services, operation, management, changes, contact, announcement, preparation, publicity, selection implementation and other purposes, in relation to the following:

- (1) Personnel affairs (employment, retirement, preferment, promotion and other personnel changes, change of address, change in individual’s status)
- (2) Classes and course registration (subjects in charge, course content, class composition, syllabus, examinations etc.)
- (3) Course evaluations
- (4) Various lectures, training and exercises
- (5) Various overseas study and international exchange programs
- (6) Library and Media Center (entry and use of Center, book lending, returning and purchasing etc.)
- (7) Various certificates
- (8) Various ceremonies, events, commendations and Kansai Gaidai University Alumni Association
- (9) Various facilities and equipment
- (10) Receipts and disbursements (salary, allowances, administrative fees for issuing certificates etc.)
- (11) Safety and Health, and welfare (physical checkups etc.)
- (12) Various surveys and statistics
- (13) Various insurances

(14) University-related materials and public relations

(15) Other purposes necessary for research, education, personnel affairs and administrative operations

3. Disclosure and Provision of Personal Information to Third Party

As a rule, the University does not disclose or provide collected personal information to any third party without prior consent of the individual in question, unless required by the Personal Information Protection Law or other relevant laws and regulations. However, to smoothly conduct research, education, personnel affairs and various administrative operations, the University may disclose or provide the personal information detailed in section 1 above to third parties (which include current students), for the purposes set forth in section 2 above, by such means as posting on a bulletin board, on-campus broadcasting, making it available for public perusal, and sending by postal mail.

If you wish to prohibit the disclosure and provision of said personal information to a third party, please contact the Human Resources Department.