

Handling of Personal Information in Rikkyo University

Last updated: June 1, 2017

< Basic approach to personal information >

Rikkyo University (hereinafter referred to as the “University”) recognizes the importance of protecting personal information and considers the implementation of appropriate management of personal information as an important social duty. We are committed to complying with laws and regulations on personal information and to protecting personal information in accordance with the following privacy policy established pursuant to the Rikkyo University Personal Information Protection Regulations.

1. What is personal information?

Personal information means information about identifiable individuals who are currently enrolled or were enrolled in the past as undergraduate students or graduate students at the University or who are currently or were in the past examinees, guarantors, academic staff, etc. at the University.

2. Collection of personal information

Personal information shall be collected using fair and appropriate means and not through improper means. The purpose of use of personal information shall be expressly shown when collecting it unless the purpose is self-evident.

3. Purpose of use of personal information

The University uses personal information in regular curricular and extracurricular activities and other education and research activities, to provide the necessary services incidental thereto and for the conduct of school business. The specific purposes of use are set out in the appended table and shall be expressly shown when personal information is collected.

4. Provision of information

The University shall not provide personal information to external parties except in the following cases:

- (1) where it is essential for the administrative purposes of the University;
- (2) where the data subject has given consent;
- (3) where it is required by laws and regulations;
- (4) where there is some emergency and unavoidable reason in order to protect the body, life, etc. of the data subject;
- (5) where a public body requests for verification of the identity of the information; and
- (6) where it is used in academic research.

5. Methods for management of information

The University takes appropriate measures to keep the contents of personal information accurate and up-to-date. In addition, to safeguard personal information from leakage, losses, misuse, tampering, unauthorized access, etc., it employs reasonable protection measures.

If the University implements outsourcing, business succession and shared use, it will enter into a contract that includes a non-disclosure contract with the commissioned party and obligate said party to be responsible for strict management of information, thereby preventing the use of personal information for any purpose other than prescribed purposes.

To implement the safeguarding and management measures described above, the University has assigned the Personal Information Supervisory Manager for the entire University and Personal Information Manager and Personal Information Processing Manager for each office, department, etc.

6. Disclosure and correction of information

Personal information shall be disclosed in accordance with the Rikkyo University Personal Information Protection Regulations and accompanying Detailed Enforcement Regulations. When there is an error in personal information, the same shall be adjusted promptly.

7. Complaints

In the case of dissatisfaction with how the University manages personal information, complaints may be lodged with the Personal Information Protection Review Board. The University's main contact window will accept complaints to the Personal Information Protection Review Board.

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Appended table (3. Purpose of use of personal information)

Use classification	Administrative practice
Education and research	<ol style="list-style-type: none"> 1. Admission-related (application and admission procedures) 2. Enrollment status- related (issuance of student ID card; preparation of lists and other enrollment management activities; procedures for leave of absence, re-enrollment, withdrawal, etc.) 3. Class-related (consultation concerning course registration; course registration and notices; management of classes, practicums and examinations; treatment, notice ^{*1} and management of grades; confirmation of effects of study; graduation judgment; degree certificates, etc.) 4. Issuing of certificates, etc. 5. Use of the library and provision of various library services 6. Surveys and preparation of statistical materials ^{*2} concerning education and studying 7. Surveys related to academic research ^{*3} and preparation of statistical materials ^{*2} 8. Practicum-related (teaching practicums; nursing care, etc. practicums; museum practicums; library practicums, etc.) 9. Application of teacher's certificate 10. Notices and inquiries posted, etc. within the University campus by the University departments 11. Storage of records of graduates, including enrollment status and grades- related information; preparation and issuance of various certificates
Education and study exchanges, support to students studying abroad, etc.	<ol style="list-style-type: none"> 1. Systems of credit transfer with other universities and graduate schools (in and outside Japan) 2. Attending to various matters regarding studying abroad upon application from students 3. Information exchange for dispatching and receiving students for overseas cultural training and overseas language training and students who use the systems for studying abroad available at department levels. 4. Dispatching of various relevant documents to students and guarantors 5. Notices and inquiries to students and guarantors for the implementation of relevant programs 6. Administrative practices related to the selection of recipients of scholarships granted by the University or other organizations and the preparation of recommendations-related materials, based on results of the selection of recipients of Rikkyo University Scholarship for Privately Financed International Students from among students who wish to receive scholarships
Support to student	<ol style="list-style-type: none"> 1. Guidance and advice on student life in general

life	<ol style="list-style-type: none"> 2. Various welfare services for students (scholarships; Student Mutual-aid Health Insurance Union; comprehensive accommodation guarantee for international students; student cafeteria; part-time job placement; finding accommodation: lost and found services; temporary nursery, etc.) 3. Support for the extracurricular activities of students' associations and individual students (club and circle activities, camping, etc.) 4. Support for student life (consultation practices; orientation programs; extracurricular education programs; lost and found services, etc.) 5. Surveys and preparation of statistical materials *2 concerning student life 6. Making requests for cooperation with the University's education activities (tasks related to entrance exams, preparation of handbooks, etc.) 7. Insurance subscription by students and management of transfer of students *4
Support to career path	<ol style="list-style-type: none"> 1. Consultation on career path, employment, etc.
Information and telecommunication	<ol style="list-style-type: none"> 1. Provision of V-Campus and other information services 2. User identification for the use of computer facilities within the University and provision of the environment for log-on for each user
Financial affairs	<ol style="list-style-type: none"> 1. Tasks related to payment of tuition and fees 2. Procedures necessary for accounting treatment (confirmation of statements and reconciliation of evidenced documents) 3. Registration of bank accounts for payment of salaries, etc.
Personnel affairs and welfare	<ol style="list-style-type: none"> 1. Management of personnel affairs of employees 2. Payment, etc. of salaries, payment of taxes and social insurance premiums, welfare 3. Surveys and preparation of statistical materials *2 4. Tasks related to Rikkyo Gakuin Pension
Health services and medical examinations	<ol style="list-style-type: none"> 1. Tasks related to medical examination at the Rikkyo Gakuin Clinic 2. Use of personal information in the Clinic in accordance with the requirements imposed on medical institutions by the Japan Medical Association 3. Application to the Student Mutual-aid Health Insurance Union for the reimbursement of medical expenses incurred at the Clinic on behalf of students who are members of said Union 4. Emergency response at the Health Center 5. Health management, including health consultation and health examinations at the Health Center 6. Cooperative tasks for users of the Health Center to receive necessary services when they use the Rikkyo Gakuin Clinic 7. Answers from the Health Center to inquiries from other departments concerning status of receiving health examinations 8. Answers from the Health Center to inquiries from other departments on whether health examination certificates are to be issued or not
Public relations and notification	<ol style="list-style-type: none"> 1. Provision of information *5 concerning the University and the Alumni Association to graduates 2. Dispatching of quarterly journals to guarantors 3. Notification of holding information sessions for guarantors 4. Dispatching of notices concerning donations

*1 In accordance with the letter of consent submitted at the time of entering the University, personal information of a student (including graduate school student. The same shall apply hereunder.) is offered to his or her guarantor registered with the University for the purpose of confirming the effects of study, leave of absence, re-enrollment, withdrawal, etc. However, there are cases where such information provision to guarantors is not conducted with respect to students who have reached the age of 20 years. Students who

do not wish such information to be provided to their guarantors should submit applications to the contact points for academic affairs*.

- *2 When statistical materials are prepared, numerical conversion and other processes are employed to ensure a format that prevents individual identification.
- *3 There may be cases where the personal information of a deceased person is disclosed in accordance with the internal regulations of the Academic Affairs Division if it can be judged that such disclosure is relevant to academic surveys and research and if it can be judged that said information has no relationship with other living individuals' personal information.
- *4 When a student takes out the insurance and his or her personal information needs to be offered to the external organization, we notify the student to that effect and obtain his or her consent.
- *5 Regarding the dispatch of information related to the Alumni Association through the University, changes may be made at the points of contact for academic affairs* when a person is enrolled in the University and at the point of contact for the Alumni Association* after graduation.

* Departments in charge of contact points

Contact points for academic affairs: Academic Affairs Center, Independent Graduate Schools Office,
Law School Office

Contact point for the Alumni Association: External Relations Section