

Privacy Policy

Rikkyo Gakuin Educational Corporation (hereinafter referred to as "this corporation ") recognizes the importance of protecting personal information and considers its appropriate management to be a critical social responsibility. In addition to complying with laws and regulations regarding personal information, we strive to protect personal information in accordance with the following privacy policy, based on the "Rikkyo Gakuin Personal Information Protection Regulations" (hereinafter referred to as the "Protection Regulations").

1. Acquisition of Personal Information

Personal information shall be acquired through appropriate and fair means, and information shall not be acquired through improper means. Furthermore, upon acquisition, the purpose of use shall be made clear, except in cases where it is self-evident.

2. Purpose of Use of Personal Information

This corporation uses the acquired personal information for administrative and operational operations, educational and research activities (including extracurricular educational activities), and the provision of necessary accompanying services. More specific purposes of use are stipulated in the Detailed Rules for the Enforcement of the Protection Regulations, and will also be clearly indicated at the time the information is collected.

3. Provision of Information

Before providing personal data to a third party (excluding outsourcing, business succession, and joint use), this corporation shall obtain the prior consent of the individual, except in the cases listed below:

- (1) Cases based on laws and regulations
- (2) Cases in which there is a need to protect a human life, body, or property, and when it is difficult to obtain the individual's consent
- (3) Cases in which there is a special need to improve public health or promote the healthy development of children, and when it is difficult to obtain the individual's consent
- (4) Cases in which it is necessary to cooperate with a national government agency, a local government, or a person entrusted by them in executing the affairs prescribed by laws and regulations, and in which obtaining the individual's consent is likely to impede the execution of said affairs
- (5) Cases in which it is unavoidable for the publication of academic research results or for teaching purposes (excluding cases in which there is a risk of unjustly infringing upon the rights and interests of the individual)
- (6) Cases in which this corporation and a third party jointly conduct academic research, and it is necessary to provide the information to said third party for the purpose of academic research (including cases where a part of the purpose is for academic research, excluding cases in which there is a risk of unjustly infringing upon the rights and interests of the individual)

4. Information Management Methods

This corporation takes appropriate measures to keep personal data accurate and up-to-date. Furthermore, we take reasonable protective measures to prevent the leakage, loss, misuse, alteration, and unauthorized access of personal data.

In cases of outsourcing, business succession, and joint use, we enter into contracts that include confidentiality clauses with the parties receiving the personal data, demand strict management of the information, and prevent its use for purposes other than those intended. In order to implement the protection and management measures mentioned above, a Chief Administrator for Personal Information Protection (hereinafter referred to as the "Chief Administrator"), appointed by the Executive Director in charge of General Affairs serving as the general supervisor at this corporation, has been established. Additionally, the head of each department and bureau is designated as a Personal Information Management Administrator, and the head of each section is designated as a Personal Information Handling Administrator. Furthermore, in addition to the matters above, specific measures regarding security management are stipulated in the Protection Regulations and its Detailed Rules for Enforcement.

5. Use of Google Analytics Services

This corporation uses Google Analytics, a service provided by Google LLC, to statistically understand the visitation patterns of visitors to websites managed and operated by this corporation and to use this as a reference for future corporation management and site improvements.

The visitor information collected, recorded, and analyzed by Google Analytics does not include information that identifies specific individuals. Furthermore, this information is managed by Google in accordance with its privacy policy.

Visitors can also stop the collection of information conducted by this corporation through its use of Google Analytics by disabling Google Analytics in their browser's add-on settings.⁴

6. Disclosure and Correction of Information

Regarding requests from the individual for the disclosure, etc., of retained personal data, this corporation will respond in accordance with the Protection Regulations and its Detailed Rules for Enforcement at the respective departments and bureaus holding jurisdiction over the operations subject to the request.

7. Filing a Complaint

This corporation places complaints regarding the handling of personal information under the jurisdiction of the Personal Information Protection Review Board, and complaints to said Board will be accepted at the departments and bureaus mentioned in the preceding paragraph.