

○ Osaka Electro-Communication University Rules for the Protection of Personal Information

December 20, 2005

Enacted

Recent revision: March 17, 2020

(Purpose)

Article 1 These rules are related to the promotion of educational activities at Osaka Electro-Communication University (hereinafter "the University") and provide for basic matters concerning the handling of personal information collected and managed by the University.

(Definition)

Article 2 The term "personal information" as used in these rules means the information about an individual, regardless of whether it is written in writing or recorded in a manner that cannot be directly recognized by human perception, such as electronically, magnetically, or optically, that can identify the individual, or that can easily identify the individual when comparing with other information. Specifically, it refers to the following types of information.

- (1) Information to identify the individual: name, gender, date of birth, student number, face photo, ID and password for use of various networks and electronic devices on campus, etc.
- (2) Information for contacting the person and confirming their route to school: address, telephone number, route to school, means of transportation used, etc.
- (3) Information on guarantor and contact with guarantor: name, address, telephone number, etc.
- (4) Information on fee payer and contact with fee payer: name, address, telephone number, etc.
- (5) Information required for applying for various scholarships: Family structure, household finances, etc.
- (6) Necessary information for guidance in student life: academic achievement, attendance, results of medical examinations, job application registration forms, matters related to entrance examinations including the name of the school from which the student graduated, matters related to career path after graduation, matters related to student autonomy activities and extracurricular activities, matters necessary for applying for parking lots, etc.
- (7) Information obtained in relation to experiments, clinical training, etc.: samples and measurement data related to measurement of body and biological functions, etc.

2 The term "personal information requiring special consideration" as used in these rules means personal information of which the person's race, creed, social status, medical history, criminal history, the fact of having been harmed by a crime, or any other information of which requires special consideration in handling so as not to cause unfair discrimination, prejudice, or any other disadvantage to the person.

3 The "individual" as used in these rules refers to the following at present and in the past.

- (1) People who have obtained permission for admission specified by the school regulations of

Osaka Electro-Communication University and the graduate school regulations of Osaka Electro-Communication University, course completion students, research students, and auditing students

(2) Applicants, participants in events hosted by the University such as open campus and trial enrollment, and those who request information materials

(3) Guarantors, fee payers, family members, etc. of the persons specified in the preceding two items

4 The term "departments" as used in these rules refers to departments, sections, and offices in the case of administrative organizations, and faculties, departments, common education organizations, centers, graduate schools, departments, and laboratories in the case of faculty organizations.

(Purpose of Utilization of Personal Information)

Article 3 The University acquires personal information for the purpose of carrying out work necessary to support educational activities and student life, and for the selection process for admission to the University, and must not use it for any other purposes.

(Proper Acquisition)

Article 4 When the University intends to acquire personal information, it shall clearly indicate the purpose of utilization of the information and it must acquire it directly from the person in question by an appropriate method.

2 Personal information concerning beliefs or religion shall not be acquired for any reason.

3 Personal information concerning matters that may invite social discrimination shall not be acquired for any reason.

4 Personal information requiring special consideration shall not be acquired without the prior consent of the person, except in cases that fall under any of the following items.

(1) Cases based on laws and regulations

(2) Cases where it is urgently necessary for the protection of human life, body, property, etc. and it is difficult to obtain the consent of the person

(3) Cases where it is particularly necessary for the improvement of public health or the promotion of sound development of people and where it is difficult to obtain the consent of the person

(4) Cases where it is necessary to cooperate with a national government organ, a local government, or a person entrusted thereby in executing the tasks prescribed by laws and regulations and where obtaining the consent of the person is likely to hinder the execution of said tasks

(5) Cases where the personal information requiring special consideration in question is disclosed by the individual, a national agency, a local government, a person listed in each item of Article 76, Paragraph 1 of the Act on the Protection of Personal Information, or any other person specified by the rules of the Personal Information Protection Committee

(6) Other cases specified by government ordinance as being equivalent to the cases listed in the preceding items

(Management of Personal Information)

Article 5 Personal information shall be kept accurate and up to date.

(Provision)

Article 6 Personal information shall not be provided to a third party without acquiring the consent of the person in advance. However, this shall not apply to cases that fall under any of the following items.

- (1) Cases based on laws and regulations
- (2) Cases where it is urgently necessary for the protection of human life, body, property, etc. and it is difficult to obtain the consent of the person
- (3) Cases where it is particularly necessary for the improvement of public health or the promotion of sound development of people and where it is difficult to obtain the consent of the person
- (4) Cases where it is necessary to cooperate with a national government organ, a local government, or a person entrusted thereby in executing the tasks prescribed by laws and regulations and where obtaining the consent of the person is likely to hinder the execution of said tasks

(Removal of Personal Information)

Article 7 In principle, personal information should not be taken out of the University. However, this shall not apply in cases where the Personal Information Administrator specified in Article 12 gives permission, or where the business using personal information is subcontracted to parties outside the University.

2 Teaching staff may be exempt from the restrictions on taking materials out of the University if they are materials related to class operation, examination papers, theses, reports, or other materials necessary for class administration and for the performance of legitimate educational activities.

3 In the case referred to in the preceding paragraph, the faculty member shall be deemed to be the personal information manager of said personal information and shall assume the responsibilities prescribed in Article 12.

(Disclosure)

Article 8 When a person requests the disclosure of his/her personal information held by the University, the University shall disclose it without delay. However, if it is judged that it is appropriate not to disclose the information, a part of it may not be disclosed.

2 When not disclosing part of personal information based on the provisions of the preceding paragraph, the person concerned shall be notified without delay by means of a document stating the reasons.

(Correction, Addition, or Deletion)

Article 9 When an individual requests the correction, addition, or deletion (hereinafter "correction, etc.") of his/her personal information on the grounds that the content of said personal information is not true, the necessary investigation shall be conducted without delay, and appropriate measures shall be taken based on the results of the investigation.

2 When the correction, etc. of personal information has been made or a decision has been made not to make the correction, etc. of personal information based on the provisions of the preceding paragraph, the person concerned shall be notified to that effect in writing without delay.

(Suspension of Use)

Article 10 If the University receives a request from an individual to suspend the use of or delete (hereinafter "suspension of use, etc.") his/her personal information held on the grounds that it is being

handled in violation of the provisions of Articles 3 and 4, and if it is found that there is a reason for the request, the University shall suspend the use of the personal information held without delay to the extent necessary to correct the violation. However, this shall not apply in cases where it is difficult to implement the suspension of use, etc. of the relevant personal information held, such as when a large amount of money is required for the suspension of use, etc., and when alternative measures necessary to protect the rights and interests of the individual are taken.

2 If the University receives a request from an individual to stop the provision of the relevant personal information held to a third party on the grounds that the relevant personal information held is being provided to a third party in violation of the provisions of Article 6, Paragraph 1, and if it is found that there is a reason for the request, the University shall stop the provision of the relevant personal information held to the third party without delay. However, this shall not apply in cases where it is difficult to stop the provision to a third party of the relevant personal information held, such as when a large amount of money is required to stop the provision to a third party and when alternative measures necessary to protect the rights and interests of the individual are taken.

3 If the University has suspended the use of, or has decided not to suspend the use of, all or part of the held personal information requested based on Paragraph 1, or has stopped the provision to a third party of all or part of the held personal information requested based on the preceding paragraph or has decided not to stop the provision to a third party, the University shall notify the person to that effect without delay.

(Appeals)

Article 11 An individual who is dissatisfied with the measures taken in response to a request under Article 8, Paragraph 2, Article 9, Paragraph 2, or Article 10, Paragraph 3 may file an appeal with the Personal Information Protection Committee stipulated in Article 13.

(Personal Information Administrator and Personal Information Manager)

Article 12 In order to manage personal information, a Personal Information Administrator (hereinafter “Administrator”) shall be appointed by the head of the University Administrative Office.

2 A Personal Information Manager (hereinafter “Manager”) shall be appointed in each department that handles personal information. In administrative organizations, the administrator shall be the head of each department, section, and office, and in faculty organizations, the administrator shall be the dean of each faculty, the head of common education organizations, the head of the department, the head of the graduate school, the head of the major, the head of the course, and the faculty member in charge of laboratory management.

3 When a Manager handles personal information, they shall handle it in accordance with these rules.

4 In having the staff of the relevant department handle personal information, the Manager shall provide necessary and appropriate supervision to the staff so that the personal information is safely managed.

5 When a Manager has a contractor handle personal information for the purpose of commissioning work, the Manager must conclude a written contract and supervise the contractor in a necessary and

appropriate manner to ensure the safe management of personal information.

6 Managers must take necessary and sufficient measures to safely manage personal information held in the relevant department.

7 Managers shall immediately report to the Administrator when an accident, such as unintended release, leakage, loss, or theft, has occurred or is suspected to have occurred concerning the personal information held by the department concerned.

8 The Administrator shall investigate the facts concerning the report outlined in the preceding paragraph, take appropriate measures, and report the progress and results of the investigation to the person who is the subject of the personal information.

9 If there is any doubt about the handling of personal information, the Manager shall promptly contact the Administrator.

(Committees)

Article 13 The Personal Information Protection Committee (hereinafter “the Committee”) shall be established to deliberate important matters concerning the handling of personal information.

2 The Committee is composed of the President, Vice President, Dean, head of the common education organizations, head of the Student Academic Affairs Department, head of the Student Academic Affairs Department Administrative Department, head of the Career Placement Department, deputy head of the Career Placement Department, head of the Admissions Office, deputy head of the Admissions Office, head of the Corporate Administration Office, head of the Media Communication Center, head of the library, head of the University Administrative Office, and head of the Shijonawate Administrative Department, with the President serving as the chairman.

Article 14 The Committee may deliberate and make decisions on important matters related to the protection of personal information, in addition to those stipulated in the preceding article.

(Amendment or Abolition)

Article 15 Amendment or abolition of these rules shall be submitted by the President to the Chairman of the Board of Directors after deliberation by the Administrative Council, taking into consideration the opinions of the Faculty Council, and shall be approved by the Chairman of the Board of Trustees after deliberation by the Standing Committee.

Supplementary provisions

These rules shall come into effect on December 20, 2005.

Supplementary provisions

These rules shall come into effect on November 11, 2008.

Supplementary provisions

These rules shall come into effect on July 13, 2010.

Supplementary provisions

These rules shall come into effect on August 26, 2011.

Supplementary provisions

These rules shall come into effect on June 1, 2012.

Supplementary provisions

These rules shall come into effect on April 1, 2015.

Supplementary provisions

These rules shall come into effect on March 7, 2017.

Supplementary provisions

These rules shall come into effect on May 30, 2017.

Supplementary provisions

These rules shall come into effect on April 1, 2018.

Supplementary provisions

These rules shall come into effect on October 1, 2018.

Supplementary provisions

These rules shall come into effect on October 1, 2019.

Supplementary provisions

These rules shall come into effect on April 1, 2020.