

The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

Basic Policy on the Security Management of Personal Information and Specific Personal Information at the University of Tsukuba

October 27, 2015

Decision by the President

Amendment: March 24, 2022

March 23, 2023

Basic Policy on the Security Management of Personal Information and Specific Personal Information at the University of Tsukuba

1. Approach to the Protection of Personal Information and Specific Personal Information

The University of Tsukuba (the “University”) shall, in accordance with the Act on the Protection of Personal Information (Act No. 57 of 2003, the “Personal Information Act”) and the Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures (Act No. 27 of 2013, the “Individual Number Act”), establish regulations, etc. concerning personal information and specific personal information, develop a protection and management system for such information, require its employees, etc. to comply with such regulations, etc. and take other measures to handle personal information and specific personal information appropriately.

2. Policy on the Protection of Personal Information and Specific Personal Information

The University shall handle personal information and specific personal information appropriately in performing all services that involve the handling of personal information and specific personal information as follows:

(1) Compliance with Laws and Regulations

The University shall comply with the Personal Information Act, the Individual Number Act and other laws and regulations concerning personal information and specific personal information.

(2) Security Management Measures

The University shall take the security management measures that are necessary to prevent personal information and specific personal information from being divulged, lost or damaged, and otherwise to manage such information appropriately.

(3) Appropriate Collection, etc. and No Use for Other Purposes

The University shall collect, retain, use and provide personal information and specific personal information only to the extent necessary to achieve the purpose of use and shall

promptly dispose of such information that is no longer necessary.

In particular, the University shall handle specific personal information only to the extent necessary for the processes set forth in the Individual Number Act and take measures to prevent the use of such information for purposes other than those for which such specific personal information is collected.

(4) Contracting

If the University appoints a contractor to perform all or part of processes that involve the handling of personal information and specified personal information, the University shall supervise the contractor (including any subcontractor thereof) as appropriate and necessary in order that the contractor may take an equivalent level of security management measures as those taken by the University itself.

(5) Continuous Improvement

The University shall review and make efforts to improve the University's regulations, etc. as well as the protection and management system concerning personal information and specified personal information on a continuing basis.

3. Support Contact (also serving as a contact for handling disclosure requests, complaints, etc.)

Office of Compliance and Harassment

Additional Entry

This decision shall be implemented from October 27, 2015, and apply from October 5 of the same year.

Additional Entry (March 24, 2022)

This decision shall be implemented from April 1, 2022.

Additional Entry (March 23, 2023)

This decision shall be implemented from April 1, 2023.