

Rules and Regulations on Personal Information Protection of Nagasaki

University

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Supplementary Provisions

Chapter 1 General Provisions

(Purpose)

Article 1 These Rules and Regulations set forth basic matters concerning the protection of Personal Information that Nagasaki University (hereinafter referred to as the "University") retains and matters concerning the provision of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. (limited to that constituting any Anonymized Personal Information File Handled by an Incorporated Administrative Agency, etc.), in accordance with the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc. (Act No. 59 of 2003; hereinafter referred to as the "Act") and the Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures (Act No. 27 of 2013; hereinafter referred to as the "Number Act"), and thereby aim to ensure appropriate and smooth management of the administrative work and business of the University and protection of the rights and interests of individuals with due consideration given to the fact that proper and effective utilization of Personal Information contributes to the creation of new industries and the realization of a vibrant economy and society as well as the prosperous lives of the citizenry and also

in consideration of any other usability of Personal Information.

- 2 The handling of Personal Information retained by the University shall be as provided for in these Rules and Regulations, in addition to the Act, the Number Act, and other laws and regulations that specifically provide for in this regard.

(Definitions)

Article 2 In these Rules and Regulations, "Personal Information" means information on any living individual and that falls under either of the following items:

- (1) Information by which a specific individual can be identified based on details contained in that information, such as the name, date of birth, and other descriptions of the individual (meaning any matters, excluding Individual Identification Codes, stated, recorded, or otherwise expressed using sound, motion, or other means in a document, drawing, or electronic or magnetic record (meaning a record kept in electronic or magnetic form (an electronic, magnetic, or any other form that cannot be perceived through the human senses alone; the same applies in item (2) of the succeeding paragraph); the same applies hereinafter), including information that can be compared to other information and can thereby be used to identify a specific individual); or

- (2) Information containing any Individual Identification Code.

2 In these Rules and Regulations, an "Individual Identification Code" means a set of characters, numbers, symbols, or other codes, as prescribed by the Order for Enforcement of the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc. (Cabinet Order No. 549 of 2003; hereinafter referred to as the "Cabinet Order"), that falls under either of the following items:

- (1) A set of characters, numbers, symbols, or other codes converted so that it indicates part of the physical characteristics of a specific individual and can be used on a computer, and by which such specific individual can be identified; or
- (2) A set of characters, numbers, symbols, or other codes assigned in relation to the use of services or the purchase of goods by an individual, or stated or electronically or magnetically recorded on a card or document issued to an individual, which is uniquely assigned, stated, or recorded in relation to each specific user or purchaser,

or each specific recipient of such card or document, so that a specific user, purchaser, or recipient can be identified.

- 3 In these Rules and Regulations, "Retained Personal Information" means Personal Information prepared or obtained by an officer or employee of the University in the course of their duties and retained by the University for organizational use by its officers or employees; provided, however, that this is limited to Personal Information recorded in corporate documents prescribed in Article 2, paragraph 2 of the Act on Access to Information Held by Incorporated Administrative Agencies (Act No. 140 of 2001; hereinafter referred to as the "Incorporated Administrative Agencies Information Disclosure Act") (hereinafter referred to as a "Corporate Document").
- 4 In these Rules and Regulations, "Individual Number" means a number that, pursuant to the provisions of Article 7, paragraph 1 or 2 of the Number Act, is obtained by converting a residence certificate code (meaning a residence certificate code as set forth in Article 7, item (xiii) of the Residential Basic Book Act (Act No. 81 of 1967); the same applies hereinafter) and is designated in order to identify the person associated with the residence certificate on which the residence certificate code is recorded.
- 5 In these Rules and Regulations, "Specific Personal Information" means Personal Information that has any Individual Number (including numbers, symbols, or other codes, other than residence certificate codes, that correspond to such Individual Number and are used as a substitute for the Individual Number; the same applies hereinafter, except in Article 7, paragraphs 1 and 2, Article 8, and Article 67 of the Number Act and Article 3, paragraphs 1 through 3 and paragraph 5 of the Supplementary Provisions) included in its content.
- 6 In these Rules and Regulations, "Personal Information File" means a collection of information containing Retained Personal Information as set forth below:
 - (1) A collection of information systematically arranged in such a way that specific Retained Personal Information can be retrieved by a computer for achieving the purpose of certain affairs; or
 - (2) Beyond what is specified in the preceding item, a collection of information systematically arranged in such a way that specific Retained Personal Information

can be easily retrieved by using a name, date of birth, or other descriptions for achieving the purpose of certain affairs.

- 7 In relation to Personal Information under these Rules and Regulations, "Subject Person" means a specific individual that is identified by Personal Information.
- 8 In these Rules and Regulations, "Anonymized Personal Information" means information on any individual, which can be obtained after Personal Information (excluding information that can be compared with other information and can thereby identify an individual (excluding information that can be easily compared with other information and thereby a specific individual is identifiable); the same applies hereinafter in this paragraph) has been processed by implementing the measure specified in the applicable item below in accordance with its classification set forth in the following items so that the individual cannot be identified from that processed information (meaning that no specific individual can be identified from any description, etc. in the information on that specific individual or, in the case where information on that specific individual can be compared with other information (excluding Personal Information containing such information on that specific individual in part or whole), by comparing that information with other information; the same applies in Article 36, paragraph 1) and for which it has been ensured that the relevant Personal Information cannot be restored.
 - (1) Personal Information falling under paragraph 1, item (1): Deleting a part of descriptions, etc. contained in the Personal Information (including replacing such part of descriptions, etc. with other descriptions, etc. by a means with no regularity so that the descriptions, etc. are not to be restored to their original state); or
 - (2) Personal Information falling under paragraph 1, item (2): Deleting all the Individual Identification Codes contained in the Personal Information (including replacing such Individual Identification Codes with other descriptions, etc. by a means with no regularity so that the Individual Identification Codes are not to be restored to their original state).
- 9 In these Rules and Regulations, "Anonymized Personal Information Held by an Incorporated Administrative Agency, etc." means any Anonymized Personal Information that is generated by processing all or part of Retained Personal

Information (excluding information that can be compared with other information and thereby a specific individual is identifiable (excluding information that can be easily compared with other information and thereby a specific individual is identifiable); the same applies hereinafter in this paragraph) constituting a Personal Information File that meets all the conditions specified in the following items (if a part of such Retained Personal Information contains non-disclosure information prescribed in Article 5 of the Incorporated Administrative Agencies Information Disclosure Act (excluding the information listed in item (i) of the same Article; the same applies hereinafter in this paragraph), the part categorized as the non-disclosure information is excluded):

(1) The Personal Information File does not fall under any of the items in Article 11, paragraph 2 of the Act or is not designated under paragraph 3 of the same Article as an exception to registration in the Personal Information File Register as prescribed in paragraph 1 of the same Article;

(2) The Personal Information File for which either of the following actions needs to be taken if, pursuant to Article 3 of the Incorporated Administrative Agencies Information Disclosure Act, a request is made for disclosure of any Corporate Document in which the Retained Personal Information constituting the Personal Information File is recorded:

(a) To make a decision to disclose all or part of the Retained Personal Information recorded in that Corporate Document; or

(b) To provide an opportunity to submit an opinion under Article 14, paragraph 1 or 2 of the Incorporated Administrative Agencies Information Disclosure Act; and

(3) The Personal Information File whose constituent Retained Personal Information can be processed into Anonymized Personal Information by following the criteria set forth in Article 36, paragraph 1 to an extent that it does not prevent proper and smooth management of the affairs and business of the University.

10 In these Rules and Regulations, "Anonymized Personal Information File Held by an Incorporated Administrative Agency, etc." means a collection of information containing Anonymized Personal Information Held by an Incorporated

Administrative Agency, etc. as set forth below:

- (1) A collection of information systematically arranged in such a way that specific Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. can be retrieved by a computer; or
- (2) Beyond what is listed in the preceding item, a collection of information that the Cabinet Order designates as being systematically arranged in such a way that specific Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. can be easily retrieved.

11 In these Rules and Regulations, "Business Operator Handling Anonymized Personal Information Held by an Incorporated Administrative Agency, etc." means a person who uses an Anonymized Personal Information File Held by an Incorporated Administrative Agency, etc. in the course of business, excluding the following persons:

- (1) State organs;
- (2) Incorporated administrative agencies, etc.
- (3) Local public entities; and
- (4) Local incorporated administrative agencies (which mean local incorporated administrative agencies prescribed in Article 2, paragraph 1 of the Local Incorporated Administrative Agencies Act (Act No. 118 of 2003); the same applies hereinafter).

12 In these Rules and Regulations, "Department, etc." means any of the Headquarters, etc. prescribed in Articles 31-2 through 31-5 of the Basic Rules of the National University Corporation Nagasaki University (Rule No. 1 of 2004), the Organizations for Education and Research prescribed in Articles 33 through 35 and Articles 38 through 40-11 of the Basic Rules, the Institutes prescribed in Article 46 of the Basic Rules, Secretariats, or the Audit Office.

Chapter 2 Handling of Personal Information at the University (Restrictions on Retention of Personal Information)

Article 3 The University shall retain Personal Information only in the case where such retention is necessary for executing its statutory duties and identify as much as possible the purpose of use of such information.

2 The University must not retain Personal Information beyond the extent necessary for accomplishment of the purpose of use identified under the preceding paragraph (hereinafter referred to as the “Purpose of Use”).

3 When changing a Purpose of Use, the University must not change it beyond the extent reasonably deemed as considerably relevant to the Purpose of Use before the change.

(Specification of Purposes of Use)

Article 4 When directly obtaining from a Subject Person his/her Personal Information recorded in any document (including any electronic or magnetic record), the University shall clearly indicate the Purpose of Use of such information to the Subject Person, except in the following cases:

(1) Where it is urgently necessary for the protection of a human’s life, health, or property;

(2) Where the indication of the Purpose of Use to the Subject Person may harm the life, health, property, or other rights or interests of the Subject Person or any third party;

(3) Where the indication of the Purpose of Use to the Subject Person may hinder the proper execution of affairs or business by any state organ, incorporated administrative agency, etc., local public entity, or local incorporated administrative agency; and

(4) Where it is found that the Purpose of Use is clear from the situation surrounding acquisition.

(Appropriate Acquisition)

Article 5 The University must not obtain any Personal Information by deception or other unfair means.

(Ensuring of Accuracy)

Article 6 The University shall make efforts, to the extent necessary for accomplishment of the Purpose of Use, to ensure that Retained Personal Information (excluding information categorized as Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. (limited to that constituting an Anonymized Personal Information File Handled by an Incorporated Administrative

Agency, etc.; the same applies in paragraph 2 of the following Article) or as deleted information (meaning the deleted information prescribed in Article 28, paragraph 3; the same applies in paragraph 2 of the following Article); the same applies in paragraph 1 of the following Article, Article 9, and Article 12, paragraph 1) is consistent with past or present facts.

(Security Measures)

Article 7 The University shall take necessary measures to prevent any leakage of, loss of, or damage to Retained Personal Information and to ensure appropriate management of Retained Personal Information in any other manner.

2 The provisions of the preceding paragraph shall apply mutatis mutandis to the case where a person who has been entrusted by the University with the handling of Personal Information (excluding information categorized as Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. or deleted information; the same applies in the following Article and Article 47) carries out the entrusted work.

(Obligations of Workers)

Article 8 The following persons must not, without good reason, inform others of the contents of any Personal Information that they have come to know in relation to their work or use such information for any unjustified purpose:

- (1) Officers or employees of the University who are engaged in the handling of Personal Information or were in any position to engage in such handling; and
- (2) Persons who are or were engaged in the entrusted work under paragraph 2 of the preceding Article.

(Restrictions on Use and Provision)

Article 9 The University must not personally use or provide Retained Personal Information for purposes other than the Purpose of Use, except as otherwise provided by laws and regulations.

2 Notwithstanding the provisions of the preceding paragraph, the University may personally use or provide Retained Personal Information for any purpose other than the Purpose of Use if it finds that any of the following items is applicable; provided, however, that this does not apply if it finds that there is a risk of unreasonably

infringing the rights or interests of the Subject Person or any third party by personally using or providing the Retained Personal Information for any purpose other than the Purpose of Use:

- (1) Where the Subject Person has consented to such use or provision or the Retained Personal Information is to be provided to the Subject Person;
- (2) Where the University uses the Retained Personal Information internally to the extent necessary to carry out statutory duties and there is a reasonable ground for using the information;
- (3) Where Retained Personal Information is provided to an administrative organ (meaning administrative organs prescribed in Article 2, paragraph 1 of the Act on the Protection of Personal Information Held by Administrative Organs (Act No. 58 of 2003; hereinafter referred to as the "Administrative Organ Personal Information Protection Act"; the same applies hereinafter)), another incorporated administrative agency, etc., or a local public entity and the recipient of the provided information uses it only to the extent necessary for executing statutory affairs or duties and there is a reasonable ground for using the information; or
- (4) Beyond the cases listed in the preceding three items, where Retained Personal Information is provided exclusively for the purpose of preparing statistics or academic research purposes, the provision of such information to persons other than the Subject Person is obviously beneficial to the Subject Person, or there are other special grounds for providing such information.

3 The provisions of the preceding paragraph do not preclude application of the provisions of other laws and regulations restricting the use or provision of Retained Personal Information.

4 If finding it particularly necessary for protecting the rights or interests of individuals, the University shall allow only particular officers or employees of the University to internally use relevant Retained Personal Information for purposes other than the Purpose of Use.

(Requesting Recipients of Retained Personal Information to Implement Measures)

Article 10 If finding it necessary in the case where Retained Personal Information is provided in accordance with the provisions of paragraph 2, item (3) or (4) of the

preceding Article, the University shall request the recipient of such information to put restrictions on the purpose or method of use or other necessary restrictions in relation to the provided information or to take necessary measures for prevention of any leakage of the information or for other appropriate management of Personal Information.

Chapter 3 Personal Information Files

(Preparation and Publication of a Personal Information File Register)

Article 11 The University shall prepare and publish a separately prescribed Personal Information File Register of National University Corporation Nagasaki University in relation to the Personal Information Files that the University retains, in accordance with the provisions of Article 11 of the Act.

Chapter 4 Disclosure

(Right to Request Disclosure)

Article 12 Any person may request the University to disclose the Retained Personal Information for which that person is the Subject Person and that is held by the University, in accordance with the provisions of these Rules and Regulations.

2 A statutory agent of a minor or adult ward who is a Subject Person may make a request for disclosure under the provisions of the preceding paragraph (hereinafter referred to as a "Disclosure Request") on behalf of the minor or adult ward.

(Receipt of a Disclosure Request)

Article 13 Disclosure Requests for Retained Personal Information shall be received by the Center for Public Relations Strategy.

2 A person requesting the disclosure of Retained Personal Information (hereinafter referred to as the "Disclosure Requester") is required to submit the separately prescribed Retained Personal Information disclosure request form (hereinafter referred to as a "Disclosure Request Form") and show or submit a document that is specified in the Disclosure Request Form and demonstrates that the Disclosure Requester is the Subject Person of the Retained Personal Information associated with the Disclosure Request (in the case of a Disclosure Request under the provisions of paragraph 2 of the preceding Article, a document demonstrating that the Disclosure Requester is the statutory agent of the Subject Person of the Retained

Personal Information associated with the Disclosure Request).

3 If a Disclosure Request Form contains any error as a matter of form, the University may provide the Disclosure Requester with reference information and request him/her to make an amendment to the form.

4 Upon receiving a Disclosure Request Form, the President shall send a copy of the Disclosure Request Form to each of the Disclosure Requester and the director of the Department, etc. that retains the Personal Information for which the Disclosure Request has been made.

(Disclosure Request Fee)

Article 14 A Disclosure Requester shall pay a disclosure request fee by using any of the methods specified in the following items when submitting a Disclosure Request Form:

(1) Cash;

(2) Transfer to the bank account designated by the University (the transfer fee shall be borne by the Disclosure Requester); or

(3) Postal money order.

2 The amount of the disclosure request fee shall be 300 yen per Corporate Document in which the Retained Personal Information relating to the Disclosure Request is recorded.

3 If the person to receive Retained Personal Information wishes to receive a copy of the Corporate Document by mail, he/she shall pay for the postage by providing the required postage stamps or by any of the methods prescribed in paragraph 1, in addition to the disclosure request fee.

(Consideration of Disclosure, etc.)

Article 15 In considering the disclosure or non-disclosure (hereinafter referred to as "Disclosure, etc.") of Retained Personal Information related to a Disclosure Request, the President shall ask the director of the Department, etc. having the relevant Personal Information for his/her opinion and, if necessary, may ask the Nagasaki University Personal Information Protection Committee (hereinafter referred to as the "Committee") for its opinion.

(Decision on Disclosure, etc.)

Article 16 A decision on Disclosure, etc. shall be made within 30 days of the date of the Disclosure Request, which excludes the number of days required for amendment as prescribed in Article 13, paragraph 3 of the Act.

2 When extending the period for making a decision on Disclosure, etc. within a further period of 30 days in accordance with the provisions of Article 19, paragraph 2 of the Act, the University shall notify the Disclosure Requester of such extension with the separately prescribed notification of extension of the decision date for Disclosure, etc. of Retained Personal Information.

3 When extending the period for making a decision on Disclosure, etc. of the remaining part of the Retained Personal Information associated with the relevant Disclosure Request after its considerable part has been excluded from the scope of such Disclosure, etc., in accordance with the provisions of Article 20 of the Act, the University shall notify the Disclosure Requester of such extension with the separately prescribed notification of special extension of the decision date for Disclosure, etc. of Retained Personal Information.

4 When transferring a case to another incorporated administrative agency, etc. in accordance with the provisions of Article 21, paragraph 1 of the Act or when transferring a case to the head of an administrative organ in accordance with the provisions of Article 22, paragraph 1 of the Act, the University shall notify the Disclosure Requester of such transfer with the separately prescribed notification of transfer of a case of Disclosure Request concerning Retained Personal Information.

5 When hearing the opinion of a third party in accordance with the provisions of Article 23, paragraph 1 or 2 of the Act, the University shall notify the third party to that effect with the separately prescribed written inquiry for a third-party opinion pertaining to Disclosure Request for Retained Personal Information.

6 When making a disclosure contrary to a third party's wish in accordance with the provisions of Article 23, paragraph 3 of the Act, the University shall notify the third party to that effect with the separately prescribed third-party notification of decision for Personal Information Disclosure.

7 Upon making a decision on Disclosure, etc., the University shall notify the Disclosure Requester of that decision with the separately prescribed notification of

decision for disclosure of Retained Personal Information, notification of decision for partial disclosure of Retained Personal Information, or notification of decision for non-disclosure of Retained Personal Information.

(Implementation of Disclosure)

Article 17 A person who is to receive disclosed Retained Personal Information on the basis of a decision for disclosure shall submit the separately prescribed application form for the method of implementation of the disclosure in accordance with the provisions of Article 24, paragraph 3 of the Act.

2 With regard to the method of disclosure of Retained Personal Information, the provisions of Article 2 of the Regulations on Nagasaki University's Disclosure Method for Corporate Documents and Disclosure Fees (Regulation No. 28 of 2004) shall apply mutatis mutandis. In such case, the phrase "the proviso of Article 15, paragraph 1 of the Act" in Article 2, paragraph 1, item (1) of the same Regulations shall be replaced with "the proviso of Article 24, paragraph 1 of the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc."

Chapter 5 Correction

(Right to Request Correction)

Article 18 Any person may, in accordance with the provisions of these Rules and Regulations, request the University to make corrections (including additions or deletions; the same applies hereinafter) to the Retained Personal Information for which that person is the Subject Person (limited to such information listed in the following items; the same applies in Article 22, paragraph 1) if that person doubts the truthfulness of the contents of such information, unless the provisions of other laws or those of any order based thereon set out a special procedure in relation to correction of such Retained Personal Information:

- (1) Retained Personal Information disclosed based on a disclosure decision;
- (2) Retained Personal Information disclosed on the basis of a disclosure decision prescribed in Article 21, paragraph 3 of the Administrative Organ Personal Information Protection Act in the case where the relevant case has been transferred in accordance with Article 22, paragraph 1 of the Act; or

(3) Retained Personal Information related to a disclosure decision which has been disclosed under the provisions of other laws and regulations as provided for in Article 25, paragraph 1 of the Act.

2 A statutory agent of a minor or adult ward who is a Subject Person may make a request for correction under the provisions of the preceding paragraph (hereinafter referred to as a "Correction Request") on behalf of the minor or adult ward.

3 A Correction Request shall be made within 90 days of the date of disclosure of the relevant Retained Personal Information.

(Receipt of a Correction Request)

Article 19 Correction Requests pertaining to Retained Personal Information shall be received by the Center for Public Relations Strategy.

2 A person requesting correction to Retained Personal Information (hereinafter referred to as the "Correction Requester") is required to submit the separately prescribed Retained Personal Information correction request form (hereinafter referred to as a "Correction Request Form") and show or submit a document demonstrating that the Correction Requester is the Subject Person of the Retained Personal Information associated with the Correction Request (in the case of a Correction Request under the provisions of paragraph 2 of the preceding Article, a document demonstrating that the Correction Requester is the statutory agent of the Subject Person of the Retained Personal Information associated with the Correction Request).

3 If a Correction Request Form contains any error as a matter of form, the University may provide the Correction Requester with reference information and request him/her to make an amendment to the form.

4 Upon receiving a Correction Request Form, the President shall send a copy of the Correction Request Form to each of the Correction Requester and the director of the Department, etc. that retains the Personal Information for which the Correction Request has been made.

(Consideration of Correction, etc.)

Article 20 In considering the correction or non-correction (hereinafter referred to as "Correction, etc.") of Retained Personal Information related to a Correction Request,

the President shall ask the director of the Department, etc. having the relevant Personal Information for his/her opinion and, if necessary, may ask the Committee for its opinion.

(Decision on Correction, etc.)

Article 21 A decision on Correction, etc. shall be made within 30 days of the date of the Correction Request, which excludes the number of days required for amendment as prescribed in Article 28, paragraph 3 of the Act.

2 When extending the period for making a decision on Correction, etc. within a further period of 30 days in accordance with the provisions of Article 31, paragraph 2 of the Act, the University shall notify the Correction Requester of such extension with the separately prescribed notification of extension of the decision date for Correction, etc. of Retained Personal Information.

3 When extending the period for making a decision on Correction, etc. in accordance with the provisions of Article 32 of the Act, the University shall notify the Correction Requester of such extension with the separately prescribed notification of special extension of the decision date for Correction, etc. of Retained Personal Information.

4 When transferring a case to another incorporated administrative agency, etc. in accordance with the provisions of Article 33, paragraph 1 of the Act or when transferring a case to the head of an administrative organ in accordance with the provisions of Article 34, paragraph 1 of the Act, the University shall notify the Correction Requester of such transfer with the separately prescribed notification of transfer of a case of Correction Request concerning Retained Personal Information.

5 Upon making a decision on Correction, etc., the University shall notify the Correction Requester of that decision with the separately prescribed notification of decision for correction of Retained Personal Information or notification of decision for non-correction of Retained Personal Information.

6 Upon implementing correction of Retained Personal Information on the basis of a decision for correction (including a correction decision under Article 34, paragraph 3 of the Act), the University shall, without delay, notify recipients of the Retained Personal Information to that effect with the separately prescribed notification of correction of Retained Personal Information, where necessary.

Chapter 6 Use Suspension

(Right to Request Suspension)

Article 22 Any person may request the University to take the measure specified in the applicable item below in accordance with the provisions of these Rules and Regulations if that person considers that the Retained Personal Information for which that person is the Subject Person falls under either of the following items, unless the provisions of other laws or those of any order based thereon set out a special procedure in relation to the suspension of use of such information, the deletion thereof, or the suspension of provision thereof (hereinafter referred to as "Use Suspension").

(1) Where the Retained Personal Information is held in violation of the provisions of Article 3, paragraph 2, where the information was acquired in violation of the provisions of Article 5, or where the information is used in violation of the provisions of Article 9, paragraph 1 or 2: Suspension of use of the Retained Personal Information, or deletion thereof

(2) Where the Retained Personal Information is provided in violation of the provisions of Article 9, paragraph 1 or 2: Suspension of the provision of the Retained Personal Information

2 A statutory agent of a minor or adult ward who is a Subject Person may make a request for Use Suspension under the provisions of the preceding paragraph (hereinafter referred to as a "Use Suspension Request") on behalf of the minor or adult ward.

3 A Use Suspension Request shall be made within 90 days of the date of disclosure of the relevant Retained Personal Information.

(Receipt of a Use Suspension Request)

Article 23 Use Suspension Requests pertaining to Retained Personal Information shall be received by the Center for Public Relations Strategy.

2 A person requesting Use Suspension of Retained Personal Information (hereinafter referred to as the "Use Suspension Requester") is required to submit the separately prescribed Retained Personal Information Use Suspension Request form (hereinafter referred to as a "Use Suspension Request Form") and show or submit a document

demonstrating that the Use Suspension Requester is the Subject Person of the Retained Personal Information associated with the Use Suspension Request (in the case of a Use Suspension Request under the provisions of paragraph 2 of the preceding Article, a document demonstrating that the Use Suspension Requester is the statutory agent of the Subject Person of the Retained Personal Information associated with the Use Suspension Request).

- 3 If a Use Suspension Request Form contains any error as a matter of form, the University may provide the Use Suspension Requester with reference information and request him/her to make an amendment to the form.
- 4 Upon receiving a Use Suspension Request Form, the President shall send a copy of the Use Suspension Request Form to each of the Use Suspension Requester and the director of the Department, etc. that retains the Personal Information for which the Use Suspension Request has been made.

(Consideration of Use Suspension, etc.)

Article 24 In considering the Use Suspension or non-suspension (hereinafter referred to as "Use Suspension, etc.") of Retained Personal Information related to a Use Suspension Request, the President shall ask the director of the Department, etc. having the relevant Personal Information for his/her opinion and, if necessary, may ask the Committee for its opinion.

(Decision on Use Suspension, etc.)

Article 25 A decision on Use Suspension, etc. shall be made within 30 days of the date of the Use Suspension Request, which excludes the number of days required for amendment as prescribed in Article 37, paragraph 3 of the Act.

- 2 When extending the period for making a decision on Use Suspension, etc. within a further period of 30 days in accordance with the provisions of Article 40, paragraph 2 of the Act, the University shall notify the Use Suspension Requester of such extension with the separately prescribed notification of extension of the decision date for Use Suspension, etc. of Retained Personal Information.
- 3 When extending the period for making a decision on Use Suspension, etc. in accordance with the provisions of Article 41 of the Act, the University shall notify the Use Suspension Requester of such extension with the separately prescribed

notification of special extension of the decision date for Use Suspension, etc. of Retained Personal Information.

- 4 Upon making a decision on Use Suspension, etc., the University shall notify the Use Suspension Requester of that decision with the separately prescribed notification of decision for Use Suspension of Retained Personal Information or notification of decision for non-suspension of Retained Personal Information.

Chapter 7 Appeal for Review

(Appeal for Review)

Article 26 A person who is dissatisfied with any inaction related to a decision regarding Disclosure, etc., Correction, etc., or Use Suspension, etc. or related to a Disclosure Request, Correction Request, or Use Suspension Request, may file an appeal for review against the University under the Administrative Complaint Review Act (Act No. 68 of 2014).

(Consideration of Appeal for Review)

Article 27 The President shall seek an opinion from the Committee when an appeal for review is filed regarding a decision on Disclosure, etc., Correction, etc., or Use Suspension, etc.

- 2 If the University has consulted with the Information Disclosure and Personal Information Protection Review Board in accordance with the provisions of Article 43, paragraph 1 of the Act, the University shall notify the person who has filed the relevant appeal for review (hereinafter referred to as the "Appellant") about the above consultation by using the separately prescribed notification regarding consultation with the Information Disclosure and Personal Information Protection Review Board.

- 3 Upon making a decision on an appeal for review, the University shall notify the Appellant of that decision with the separately prescribed notification of decision on appeal for review.

Chapter 8 Provision of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc.

(Preparation, Provision, etc. of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc.)

Article 28 In accordance with the provisions of this Chapter, the University may prepare and provide Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. (limited to that constituting an Anonymized Personal Information File Held by an Incorporated Administrative Agency, etc.; the same applies hereinafter in this Chapter and the following Chapter).

2 Except as otherwise provided by laws and regulations, the University must not personally use or provide Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. or deleted information (limited to that falling under the category of Retained Personal Information) for purposes other than the Purpose of Use.

3 "Deleted information" in the preceding paragraph means a description, etc. or Individual Identification Code deleted from Retained Personal Information (excluding information that can be compared with other information thereby making a specific individual identifiable (excluding information that can be easily compared with other information, thereby making a specific individual identifiable); the same applies hereinafter in this Chapter) used to prepare Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. (Registration of Matters Relating to the Solicitation of a Proposal in the Personal Information File Register)

Article 29 If the University finds that a Personal Information File it retains falls under all of the items of Article 2, paragraph 9, the University shall, in relation to that Personal Information File, register the matters set forth in the items of Article 44-3 of the Act in the Personal Information File Register. (Solicitation of Proposals)

Article 30 The University shall, at least once in each business year, designate a period of at least 30 days from the day of commencement of solicitation of proposals and, by using the Internet or by other appropriate means, periodically solicit proposals as specified in paragraph 1 of the following Article in relation to the Personal Information Files it retains (limited to those for which the matters listed in Article 44-3, item (i) of the Act are registered in the Personal Information File Register; the same applies hereinafter in this Chapter).

(Proposal of Business to Be Conducted Using Anonymized Personal Information Held by an Incorporated Administrative Agency, etc.)

Article 31 In response to a solicitation under the preceding Article, if a person intends to become a Business Operator Handling Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. and thereby intends to use, for his/her business, Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. that is prepared by processing Retained Personal Information constituting a Personal Information File, the person may submit a proposal concerning that business to the University.

2 The person who is to make a proposal as provided for in the preceding paragraph shall submit to the University the separately prescribed written proposal concerning the business for which Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. is to be used and other necessary documents (hereinafter referred to as a "Written Proposal, etc.").

3 In the case where a proposal under paragraph 1 is to be made by an agent, the proposal shall be made with a Written Proposal, etc. accompanied by a document proving the authority of the agent.

4 If the University finds that the documents submitted in accordance with the provisions of paragraph 2 or the preceding paragraph are deficient or that the descriptions in these documents concerning the matters supposed to be included therein are insufficient, the University may ask the person who has made the proposal or the agent for an explanation or request correction to the descriptions or documents.

(Grounds for Disqualification)

Article 32 A person who falls under any of the following items may not make a proposal under paragraph 1 of the preceding Article:

(1) A minor;

(2) A person who is unable, due to mental impairment, to appropriately carry out the reasoning, decision-making, and communication necessary for properly engaging in the business conducted by using the Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. associated with the proposal in

paragraph 1 of the preceding Article;

- (3) A person who received an order of commencement of bankruptcy proceedings and has not had his/her rights restored;
- (4) A person who was sentenced to imprisonment without work or a heavier punishment or sentenced under the provisions of the Act, the Act on the Protection of Personal Information (Act No. 57 of 2003), or the Administrative Organ Personal Information Protection Act and for whom two years have not yet passed since the date on which the person finished serving the sentence or became no longer subject to its enforcement;
- (5) A person whose contract to use Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. was canceled under the provisions of Article 40, where two years have not yet passed since the date of the cancellation;
- (6) A person whose contract to use anonymized personal information held by an administrative organ specified in Article 2, paragraph 9 of the Administrative Organ Personal Information Protection Act (limited to information constituting an anonymized personal information file held by an administrative organ as provided for in paragraph 10 of the same Article) was canceled under the provisions of Article 44-14 of the same Act, where two years have not yet passed since the date of the cancellation; or
- (7) A corporation or any other organization, any of whose officers falls under any of the preceding items.

(Examination, etc. of Proposals)

Article 33 When a proposal is made under Article 31, paragraph 1, the University shall have the Committee examine whether the proposal conforms to the criteria set forth in the items of Article 44-7, paragraph 1 of the Act.

2 When the University finds that the proposal under Article 31, paragraph 1 conforms to the criteria mentioned in the preceding paragraph as a result of an examination conducted in accordance with the provisions of the preceding paragraph, the University shall notify the person who has made the proposal concerned to that effect with the separately prescribed notification of examination results.

3 The following documents shall be attached to the notification under the provisions

of the preceding paragraph:

- (1) Documents relating to the application for concluding the separately prescribed contract for use of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc.; and
- (2) Documents relating to the conclusion of the contract in the previous item.

4 When the University finds that the proposal under Article 31, paragraph 1 does not conform to any of the criteria mentioned in paragraph 1 as a result of an examination conducted in accordance with paragraph 1, the University shall notify the person who has made the proposal concerned to that effect with the separately prescribed notification of examination results with the reason for such results included therein.

(Hearing of Opinions from Third Parties)

Article 34 When hearing the opinion of a third party in accordance with the provisions of Article 44-8 of the Act, the University shall notify the third party to that effect with the separately prescribed written inquiry for a third-party opinion pertaining to Anonymized Personal Information Held by an Incorporated Administrative Agency, etc.

2 If, as a result of the notification under the provisions of the preceding paragraph, the third party has submitted a written opinion expressing an opposing view to the preparation of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. in connection with the proposal prescribed in Article 31, paragraph 1, the provisions of this Chapter shall apply by excluding, from the Personal Information File relating to that proposal, the part of its constituent Retained Personal Information for which the third party is the Subject Person and deeming the remaining part of the Personal Information File as a Personal Information File relating to the proposal.

(Conclusion of a Contract for Use of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc.)

Article 35 A person who has received a notification under Article 33, paragraph 2 may conclude a contract with the University for use of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. by submitting the documents

set forth in paragraph 3 of the same Article.

(Preparation, etc. of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc.)

Article 36 When preparing Anonymized Personal Information Held by an Incorporated Administrative Agency, etc., the University shall process the relevant Retained Personal Information as provided for in the following items:

- (1) Delete all or part of the descriptions, etc. contained in the Retained Personal Information, from which a specific individual can be identified (including replacing all or part of such descriptions, etc. with other descriptions, etc. by a means with no regularity so that the descriptions, etc. are not to be restored to their original state);
- (2) Delete all the Individual Identification Codes contained in the Retained Personal Information (including replacing such Individual Identification Codes with other descriptions, etc. by a means with no regularity so that the Individual Identification Codes are not to be restored to their original state);
- (3) Delete the codes that link the Retained Personal Information and the information obtained after taking measures on the Retained Personal Information (limited to codes that mutually connect information actually handled at the University) (including replacing such codes, by a means with no regularity so that those codes are not to be restored to their original state, with other codes which cannot connect the Retained Personal Information and the information obtained after taking measures on the Retained Personal Information);
- (4) Delete peculiar descriptions, etc. (including replacing such peculiar descriptions, etc. with other descriptions, etc. by a means with no regularity so that the peculiar descriptions, etc. are not to be restored to their original state); and
- (5) In addition to the measures listed in the preceding items, take appropriate measures based on the results of consideration of the difference, etc. between the descriptions, etc. included in the Retained Personal Information and the descriptions, etc. included in other Personal Information that constitutes the Personal Information File containing the Retained Personal Information and of other characteristics of the Personal Information File.

2 The provisions of the preceding paragraph shall apply mutatis mutandis to the case where a person who has been entrusted by the University with the preparation of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. carries out the entrusted work.

(Registration of Matters Relating to Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. in the Personal Information File Register)

Article 37 Upon preparing Anonymized Personal Information Held by an Incorporated Administrative Agency, etc., the University shall register the matters set forth in Article 44-11 of the Act in the Personal Information File Register in relation to the Personal Information File containing the Retained Personal Information used for the preparation of the Anonymized Personal Information Held by an Incorporated Administrative Agency, etc.

(Proposal, etc. concerning the Business to Be Conducted Using Prepared Anonymized Personal Information Held by an Incorporated Administrative Agency, etc.)

Article 38 If a person intends to become a Business Operator Handling Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. and thereby intends to use, for his/her business, Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. for which the matters set forth in Article 44-11, item (i) of the Act are registered in the Personal Information File Register in accordance with the provisions of the preceding Article, the person may submit a proposal concerning that business to the University. The same applies in the case where, for that Anonymized Personal Information Held by an Incorporated Administrative Agency, etc., a person has concluded a contract for use of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. in accordance with the provisions of Article 35 and intends to change the business for which the person uses that information.

2 The provisions of Article 31, paragraph 2, Article 32, Article 33, and Article 35 shall apply mutatis mutandis to proposals under the preceding paragraph.

(Fees)

Article 39 A person who concludes a contract for use of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. in accordance with

the provisions of Article 35 shall pay a fee consisting of the total of 21,000 yen and the sum of the applicable amounts below:

- (1) 210 yen per third party from whom an opinion is heard as prescribed in Article 34, paragraph 1;
- (2) 3,950 yen per hour required for the preparation of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc.; and
- (3) The amount to be paid to the person entrusted with the preparation of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. (limited to the case where such entrustment is relevant).

2 A person who concludes a contract for use of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. in accordance with the provisions of Article 35 applied mutatis mutandis in paragraph 2 of the preceding Article shall pay the fee specified in the applicable item below in accordance with the categories of persons who conclude a contract for use of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. specified in the following items.

- (1) Person other than that set forth in the following item: the same amount as the fee that a person who concludes a contract for use of the relevant Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. in accordance with the provisions of Article 35 is required to pay; or
- (2) Person who has concluded a contract for use of the relevant Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. in accordance with the provisions of Article 35 (including the case where those provisions apply mutatis mutandis in paragraph 2 of the preceding Article; the same applies in the following Article): 12,600 yen.

3 The University shall disseminate the rules under the provisions of the preceding two paragraphs to the general public.

(Cancellation of a Contract for Use of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc.)

Article 40 If a person who has concluded a contract for use of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. in accordance with

the provisions of Article 35 falls under any of the following items, the University may cancel the contract:

- (1) The contract has been concluded by deception or other unfair means;
- (2) The person falls under any of the items of Article 32 (including the case where those items apply mutatis mutandis in Article 38, paragraph 2); or
- (3) A material breach of any matter prescribed in the contract has been committed by the person.

(Security Measures)

Article 41 The University shall take necessary measures for proper management of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc., descriptions, etc. and Individual Identification Codes deleted from Retained Personal Information used for the preparation of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc., and information on the method of processing performed in accordance with the provisions of Article 36, paragraph 1 (hereinafter referred to as "Anonymized Personal Information and Other Related Information Held by an Incorporated Administrative Agency, etc." in this Article and the following Article) in line with the criteria set forth below and regarded as necessary for preventing leaks of Anonymized Personal Information and Other Related Information Held by an Incorporated Administrative Agency, etc.:

- (1) Clearly define the authority and responsibility of persons who handle Anonymized Personal Information and Other Related Information Held by an Incorporated Administrative Agency, etc.;
- (2) Develop various regulations regarding the handling of Anonymized Personal Information and Other Related Information Held by an Incorporated Administrative Agency, etc., properly handle such information in compliance with such regulations, and also evaluate the status of such handling and take necessary measures based on the results of such evaluation to make improvements; and
- (3) Take necessary and appropriate measures to prevent Anonymized Personal Information and Other Related Information Held by an Incorporated Administrative Agency, etc. from being handled by any person without the due authority to handle such information.

2 The provisions of the preceding paragraph shall apply mutatis mutandis to the case where a person who has been entrusted by the University with the handling of Anonymized Personal Information and Other Related Information Held by an Incorporated Administrative Agency, etc. carries out the entrusted work.
(Obligations of Workers)

Article 42 The following persons must not, without good reason, inform others of the contents of any Anonymized Personal Information and Other Related Information Held by an Incorporated Administrative Agency, etc. that they have come to know in relation to their work or use such information for any unjustified purpose:

- (1) Officers or employees of the University who are engaged in the handling of Anonymized Personal Information and Other Related Information Held by an Incorporated Administrative Agency, etc. or who were in any position to engage in such handling; and
- (2) Persons who are or were engaged in the entrusted work under paragraph 2 of the preceding Article.

Chapter 9 Miscellaneous Provisions

(Exception Relating to Retention of Retained Personal Information)

Article 43 Of Retained Personal Information (limited to information recorded in Corporate Documents that entirely contain non-disclosure information prescribed in Article 5 of the Incorporated Administrative Agencies Information Disclosure Act), information that has yet to be classified or otherwise put in order and from which it is extremely difficult to retrieve specific Retained Personal Information due to the existence of a very large amount of information relating to the same Purpose of Use shall be deemed as not being retained by the University with respect to application of the provisions of Chapters 4 through 6.

(Exception Relating to Specific Personal Information)

Article 44 Regarding Specific Personal Information retained by the University (excluding that recorded in any of the records prescribed in Article 23, paragraphs 1 and 2 of the Number Act), the provisions of Article 9, paragraph 2, items (2) through (4) do not apply. Regarding the application of other provisions of these Rules and Regulations, the phrases listed in the middle column of the table below and used in

the provisions listed in the left column of the table shall be replaced with the phrases listed in the right column of the same table.

Provision to be replaced	Phrase to be replaced	Replacing phrase
Article 9, paragraph 1	except as otherwise provided by laws and regulations	except as otherwise provided by Article 9, paragraph 4 of the Number Act
	must not personally use or provide	must not personally use
Article 9, paragraph 2	personally use or provide (personally using or providing)	personally use (personally using)
Article 9, paragraph 2, item (1)	Where the Subject Person has consented to such use or provision or the Retained Personal Information is to be provided to the Subject Person	Where it is necessary for protecting a human’s life, health, or property and the Subject Person has consented or it is difficult to obtain the consent of the Subject Person
Article 12, paragraph 2	A statutory agent of a minor or adult ward who is a Subject Person	A statutory agent of a minor or adult ward who is a Subject Person, or an agent authorized by that Subject Person (hereinafter collectively referred to as an “Agent”),
Article 13, paragraph 2; Article 19, paragraph 2; and	statutory agent	Agent

Article 23, paragraph 2		
Article 18, paragraph 2; and Article 22, paragraph 2	A statutory agent of a minor or adult ward who is a Subject Person	Agent
Article 14, paragraph 2	recorded.	recorded. In this regard, if an economic difficulty or any other compelling reason is found, the fee may be reduced or exempted in accordance with the provisions of Article 26, paragraph 2 of the Administrative Organ Personal Information Protection Act that apply by replacing Article 29, paragraph 1 of the Number Act.
Article 22, paragraph 1, item (1)	or where the information is used in violation of the provisions of Article 9, paragraph 1 or 2	where the information is used in violation of the provisions of Article 9, paragraph 1 or 2 (limited to its part related to item (1)) whose application is based on replacing provisions in accordance with the provisions of Article 29, paragraph 2 of the Number Act, where the information is collected or stored in violation of the provisions of Article 20 of the same Act, or where the information is recorded in a Specific Personal

		Information File (meaning a Specific Personal Information File prescribed in Article 2, paragraph 9 of the same Act) prepared in violation of the provisions of Article 28 of the same Act
Article 22, paragraph 1, item (2)	Article 9, paragraph 1 or 2	Article 19 of the Number Act

Article 45 Regarding Specific Personal Information retained by the University and recorded in any of the records prescribed in Article 23, paragraphs 1 and 2 of the Number Act, the provisions of Article 9, paragraphs 2 through 4, Article 10, Article 16, paragraph 4, Article 21, paragraph 4, and Chapter 6 do not apply. Regarding the application of other provisions of these Rules and Regulations, the phrases listed in the middle column of the table below and used in the provisions listed in the left column of the table shall be replaced with the phrases listed in the right column of the same table.

Provision to be replaced	Phrase to be replaced	Replacing phrase
Article 9, paragraph 1	Purpose of Use, except as otherwise provided by laws and regulations	Purpose of Use
	must not personally use or provide	must not personally use
Article 12, paragraph 2	A statutory agent of a minor or adult ward who is a Subject Person	A statutory agent or agent of a minor or adult ward
Article 13, paragraph	statutory agent	Agent

2; and Article 19, paragraph 2		
Article 18, paragraph 2	A statutory agent of a minor or adult ward who is a Subject Person	Agent
Article 14, paragraph 2	recorded.	recorded. In this regard, if an economic difficulty or any other compelling reason is found, the fee may be reduced or exempted in accordance with the provisions of Article 26, paragraph 2 of the Administrative Organ Personal Information Protection Act that apply by replacing Article 29, paragraph 1 of the Number Act.
Article 21, paragraph 6	recipients of the Retained Personal Information	the Minister for Internal Affairs and Communications, the Person Referring Information prescribed in Article 19, item (vii) of the Number Act, or the information provider (limited to the person recorded in a record prescribed in Article 23, paragraph 1 or 2 of the Number Act and associated with the correction concerned, other than the University)

(Provision, etc. of Information to Those Intending to Request Disclosure)

Article 46 In order to facilitate an easy and accurate Disclosure Request, Correction Request, or Use Suspension Request (hereinafter referred to as “Disclosure Request,

etc.” in this paragraph) by persons intending to make such request, the University shall take appropriate measures, taking into consideration the convenience of such persons, such as the provision of information that contributes to the identification of Retained Personal Information that the University retains.

(Handling of Complaints Regarding the Handling of Personal Information at the University)

Article 47 The University shall endeavor to properly and promptly process complaints regarding the handling of Personal Information at the University.

(Provision, etc. of Information to Those Intending to Make Proposals under Article 31, Paragraph 1, etc.)

Article 48 In order to facilitate easy and accurate delivery of proposals by persons intending to make proposals under Article 31, paragraph 1 or Article 38, paragraph 1, the University shall take appropriate measures, taking into consideration the convenience of such persons, such as the provision of information that contributes to their proposals.

(Processing of Complaints Regarding the Handling of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. at the University)

Article 49 The University shall endeavor to properly and promptly process complaints regarding the handling of Anonymized Personal Information Held by an Incorporated Administrative Agency, etc. at the University.

(Auxiliary Provisions)

Article 50 In addition to what is prescribed in these Rules and Regulations, necessary matters concerning the implementation of these Rules and Regulations may be prescribed separately.