

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 Administrative Organ, etc. (limited to that constituting any Anonymized Personal Information File Held by an Administrative Organ, etc.), in accordance with the Act on the Protection of Personal Information (Act No. 57 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 easily 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 Cabinet Order to Enforce the Act on the Protection of Personal Information (Cabinet Order No. 507 of December 10, 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 concerning 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 concerning 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, “Special Care-required Personal Information” means personal information comprising a Subject Person’s race, creed, social status, medical history, criminal record, fact of having suffered damage by a crime or other descriptions, etc. whose handling requires special care so as not to cause unfair discrimination, prejudice or other disadvantages to the Subject Person.
- 4 In relation to Personal Information under these Rules and Regulations, "Subject Person" means a specific individual that is identified by Personal Information.
- 5 In these Rules and Regulations, “Aliased Personal Information” means information on any individual, which can be obtained after Personal Information 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 unless such information is crosschecked with another information:
- (1) Personal Information falling under paragraph 1, item (1): Deleting a part of descriptions, etc. contained in the said Personal Information (including replacing the said part of descriptions, etc. with other descriptions, etc. using a method with no regularity that can restore the said part of descriptions, etc.); or
 - (2) Personal Information falling under paragraph 1, item (2): Deleting all Individual Identification Codes contained in the said Personal Information (including replacing the said Individual Identification Codes with other descriptions, etc. using a method with no regularity that can restore the said Individual Identification Codes).
- 6 In these Rules and Regulations, “Anonymized Personal Information” means information on any individual, which can be obtained after Personal Information 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 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 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

7 In these Rules and Regulations, “Individual-related Information” means information related to a living individual, which falls under neither of the definitions of Personal Information, Aliased Personal Information and Anonymized Personal Information.

8 In these Rules and Regulations, an “Administrative Organ” means any of the organs listed below:

- (1) Organs within the Cabinet (excluding the Cabinet Office) or organs under the Cabinet’s jurisdiction established under the provisions of laws;
- (2) The Cabinet Office, the Imperial Household Agency and the organs prescribed in Article 49, paragraphs 1 and 2 of the Cabinet Office Establishment Act (Act No. 89 of 1999) (where, under these organs, an organ specified by Cabinet Order No. 4 is established, that organ is excluded);
- (3) Organs prescribed in Article 3, paragraph 2 of the National Government Organization Act (Act No. 120 of July 10, 1948; where, under these organs, an organ specified by Cabinet Order No. 5 is established, that organ is excluded);
- (4) Organs set forth in Articles 39 and 55 of the Cabinet Office Establishment Act and Article 16, paragraph 2 of the Imperial Household Agency Act (Act No. 70 of 1947) and extraordinary organs set forth in Articles 40 and 56 of the Cabinet Office Establishment Act (including cases where these provisions are applied mutatis mutandis under Article 18, paragraph 1 of the Imperial Household Agency Act), which Cabinet Order specifies;
- (5) Facilities and other organs set forth in Article 8-2 of the National Government Organization Act, and extraordinary organs set forth in Article 8-3 of the same Act, which Cabinet Order specifies; or
- (6) The Board of Audit.

9 In these Rules and Regulations, an “Incorporated Administrative Agency, etc.”

means an incorporated administrative agency set forth in Article 2, paragraph 1 of the General Rule Act for Independent Administrative Corporations (Act No. 103 of 1999) and a corporation listed in appended table 1 of the Act (excluding corporations listed in appended table 2 of the Act).

10 In these Rules and Regulations, a “Local Incorporated Administrative Agency.” means a regional incorporated administrative agency set forth in Article 2, paragraph 1 of the Local Incorporated Administrative Agency Act (Act No. 118 of 2003) (excluding those whose main purpose is to conduct operations listed in Article 21, item (i) of the same Act or those whose purpose is to conduct operations listed in item (ii) or (iii) (limited to the part pertaining to (h)) of the same Article).

11 In these Rules and Regulations, an “Administrative Organ, etc.” means any of the organs listed below:

- (1) Administrative Organ;
- (2) Local government organization (excluding the legislative assembly);
- (3) Incorporated Administrative Agency, etc.; or
- (4) Local Incorporated Administrative Agency.

12 In these Rules and Regulations, “Personal Information Database, etc.” means the following collection of information comprising Personal Information (excluding those prescribed by Cabinet Order as having slight possibility of harming an individual’s rights and interests considering their utilization method):

- (1) Those systematically organized to be able to search for particular Personal Information using a computer; and
- (2) Besides those set forth in the preceding item, those prescribed by Cabinet Order as having been systematically organized to be able to search for particular Personal Information easily.

13 In these Rules and Regulations, a “Personal Information Handling Business Operator” means a person providing Personal Information Database, etc. for use in business; however, excluding a person set forth in the following:

- (1) Central government organization;
- (2) Local government;
- (3) Incorporated Administrative Agency, etc.; and

(4) Local Incorporated Administrative Agency.

14 In these Rules and Regulations, “Personal Data” means Personal Information constituting a Personal Information Database, etc.

15 In these Rules and Regulations, “Retained Personal Data” means Personal Data that the University has the authority to disclose, correct, add or delete the contents of, cease the use of, erase, and cease the third-party provision of, excluding those prescribed by Cabinet Order as likely to harm the public or other interests if their presence or absence is made known.

16 In these Rules and Regulations, an “Academic Research Institute, etc.” means a university or other academic or research-oriented institution or organization or any person belonging to the same.

17 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 his/her duties and held by the University for organizational use by its officers and employees; however, this is limited to Personal Information recorded in a corporate document prescribed in Article 2, paragraph 2 of the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc. (Act No. 140 of 2001; hereinafter referred to as the “Incorporated Administrative Agencies Information Disclosure Act”) (hereinafter referred to as a “Corporate Document”).

18 In these Rules and Regulations, “Personal Information File” means a collection of information comprising Retained Personal Information that falls under either of the following:

(1) Those systematically arranged in such a way that specific Retained Personal Information can be easily retrieved using a computer for achieving the purpose of certain processes; or

(2) Beyond that described in the preceding item, those systematically arranged in such a way that specific Retained Personal Information can be easily retrieved by using a name, date of birth or other description to achieve the purpose of certain processes.

19 In these Rules and Regulations, “Anonymized Personal Information Held by an Administrative Organ, etc.” means any Anonymized Personal Information that is

generated by processing all or part of Retained Personal Information 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 75, 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 45, paragraph 1 to an extent that it does not prevent proper and smooth management of the affairs and business of the University.

20 In these Rules and Regulations, “Anonymized Personal Information File Held by an Administrative Organ, etc.” means a collection of information containing Anonymized Personal Information Held by an Administrative Organ, etc. as set forth below:

- (1) A collection of information systematically arranged in such a way that specific Anonymized Personal Information Held by an Administrative Organ, 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 Administrative Organ, etc. can be easily retrieved.

21 In these Rules and Regulations, a “Business Operator Handling Anonymized Personal Information Held by an Administrative Organ, etc.” means a person providing an Anonymized Personal Information File Held by an Administrative Organ, etc. for use in business; however, excluding a person set forth in the items of paragraph 13.

22 In these Rules and Regulations, an “Individual Number” means the number that, under the provisions of Article 7, paragraph 1 or paragraph 2 of the Number Act, was obtained by converting the residence certificate code (meaning the residence certificate code as set forth in Article 7, item 13 of the Residential Basic Book Act (Act No. 81 of 1967); the same applies hereinafter) and is designated to identify the person pertaining to the residence certificate on which said residence certificate code is recorded.

23 In these Rules and Regulations, “Specific Personal Information” means Personal Information that has the Individual Number (including numbers, marks and information codes other than the residence certificate code that correspond to the Individual Number, and are used as a substitute for said Individual Number. The same applies hereinafter, excluding Article 7, paragraphs 1 and 2; Article 8; and Article 67 of the Number Act; and Article 3, paragraphs 1 through 3 and 5 of the Supplementary Provisions) included in its content.

24 In these Rules and Regulations, “Department, etc.” means any of the Headquarters, etc. prescribed in Articles 31-2 through 31-6 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 40-4 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

(Specifying a Purpose of Use)

Article 3 In handling Personal Information, the University must specify as precisely as possible the purpose for which it uses that information (hereinafter referred to as the “Purpose of Use”).

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

(Restriction Due to a Purpose of Use)

Article 4 The University shall not handle Personal Information without obtaining in advance a Subject Person’s consent beyond the necessary scope to achieve a Purpose of Use specified under the provisions of the preceding Article.

2 The University shall, in case of having acquired Personal Information accompanied with succeeding a business from another Personal Information Handling Business Operator because of a merger or other reason, not handle the Personal Information without obtaining in advance a Subject Person’s consent beyond the necessary scope to achieve the pre-succession Purpose of Use of the said Personal Information.

3 The provisions under the preceding two paragraphs shall not apply to those cases set forth in the following:

(1) cases based on laws and regulations (including ordinances; the same applies hereinafter);

(2) cases in which there is a need to protect human life, body, or fortune, and when it is difficult to obtain a Subject Person’s consent;

(3) cases in which there is a special need to enhance public hygiene or promote fostering healthy children, and when it is difficult to obtain a Subject Person’s consent;

(4) cases in which there is a need to cooperate concerning a central government organization or a local government, or a person entrusted by them performing affairs prescribed by laws and regulations, and when there is a possibility that obtaining a Subject Person’s consent would interfere with the performance of the said affairs;

(5) cases in which there is a need to handle such Personal Information for academic research (hereinafter in this Chapter, “Academic Research Purpose”) (including

where such Personal Information is handled partly for an Academic Research Purpose, but excluding where there is a possibility of unfairly infringing the rights and interests of any individual); and

- (6) cases in which Personal Data are provided to an Academic Research Institute, etc. and such Academic Research Institute, etc. needs to handle such Personal Data for an Academic Research Purpose (including where part of the purpose of handling such Personal Data is an Academic Research Purpose, but excluding where there is a possibility of unfairly infringing the rights and interests of any individual).

(Prohibition of Improper Use)

Article 5 The University must not promote any illegal or unfair act nor use Personal Information in a manner that may provoke such act.

(Appropriate Acquisition)

Article 6 The University must not obtain any Personal Information by deception or other unfair means.

2 The University must not acquire Special Care-required Personal Information without the prior consent of the Subject Person except for those cases set forth in the following:

- (1) cases based on laws and regulations;
- (2) cases in which there is a need to protect human life, body, or fortune, and when it is difficult to obtain a Subject Person's consent;
- (3) cases in which there is a special need to enhance public hygiene or promote fostering healthy children, and when it is difficult to obtain a Subject Person's consent;
- (4) cases in which there is a need to cooperate concerning a central government organization or a local government, or a person entrusted by them performing affairs prescribed by laws and regulations, and when there is a possibility that obtaining a Subject Person's consent would interfere with the performance of the said affairs;
- (5) cases in which there is a need to handle such Special Care-required Personal Information for an Academic Research Purpose (including where part of the purpose of handling such Special Care-required Personal Information is an

Academic Research Purpose, but excluding where there is a possibility of unfairly infringing the rights and interests of any individual);

(6) (6) cases in which Special Care-required Personal Information is acquired from an Academic Research Institute, etc. and such Special Care-required Personal Information needs to be acquired for an Academic Research Purpose (including where part of the purpose of acquiring such Special Care-required Personal Information is an Academic Research Purpose, but excluding where there is a possibility of unfairly infringing the rights and interests of any individual) (limited to cases where the University and such Academic Research Institute, etc. jointly conduct an academic research);

(7) cases in which the said Special Care-required Personal Information is being open to the public by a Subject Person, a government organization, a local government, an Academic Research Institute, etc. or any other person set forth in each item of Article 57, paragraph 1 of the Act, or any other person prescribed in Article 6 of the Enforcement Rules for the Act on the Protection of Personal Information (Rules of the Personal Information Protection Commission No. 3 of 2016; hereinafter referred to the “Enforcement Rules for the Act”);and

(8) any other case specified by Cabinet Order as being equivalent to the cases listed in the preceding items.

(Notification, etc. of Purpose of Use)

Article 7 The University shall, in case of having acquired Personal Information except in cases where a Purpose of Use has been disclosed to the public in advance, promptly inform a Subject Person of, or disclose to the public, the Purpose of Use.

2 The University shall, notwithstanding the provisions under the preceding paragraph, in cases where it acquires, accompanied by concluding a contract with a Subject Person, the Subject Person’s Personal Information stated in a written contract or other document (including an electromagnetic record; hereinafter the same in this paragraph) or other similar cases where it acquires directly from a Subject Person his or her Personal Information stated in a written document, state a Purpose of Use explicitly to the said Subject Person. This, however, shall not apply in cases where there is an urgent need to protect human life, body, or fortune.

- 3 The University shall, in case of altering a Purpose of Use, inform a Subject Person of, or disclose to the public, a post-altered Purpose of Use.
- 4 The provisions of the preceding three paragraphs shall not apply to those cases set forth in the following:
- (1) cases in which there is a possibility that informing a Subject Person of, or disclosing to the public, a Purpose of Use would harm a Subject Person or third party's life, body, fortune or other rights and interests;
 - (2) cases in which there is a possibility that informing a Subject Person of, or disclosing to the public, a Purpose of Use would harm the rights or legitimate interests of the University;
 - (3) cases in which there is a need to cooperate concerning a central government organization or a local government performing affairs prescribed by laws and regulations, and when there is a possibility that informing a Subject Person of, or disclosing to the public, a Purpose of Use would interfere with the performance of the said affairs; and
 - (4) cases in which it can be recognized, judging from the acquisitional circumstances, that a Purpose of Use is clear.

(Assurance, etc. about the Accuracy of Data Contents)

Article 8 The University shall strive to keep Personal Data accurate and up to date within the scope necessary to achieve a Purpose of Use, and to delete the Personal Data without delay when such use has become unnecessary.

(Security Measures)

Article 9 The University shall take necessary and appropriate action for the security control of Personal Data including preventing the leakage, loss or damage of its handled Personal Data.

(Obligations of Officers and Employees)

Article 10 The University shall, in having its officers or employees handle Personal Data, exercise necessary and appropriate supervision over such officers or employees to seek the security control of the Personal Data.

(Supervision over a Trustee)

Article 11 The University shall, in case of entrusting a whole or part of the handling

of Personal Data, exercise necessary and appropriate supervision over an entrusted person to seek the security control of the Personal Data of which the handling has been entrusted.

(Reporting of Leakage, etc.)

Article 12 The University shall, in the event of a leakage, loss, damage or any other incident relating to the assurance of security of its handled Personal Data which is prescribed in any of the items of Article 7 of the Enforcement Rules for the Act as having a possibility of harming an individual's rights and interests, report the occurrence of such incident to the Personal Information Protection Commission under the provisions of Article 8 of the Enforcement Rules for the Act. This, however, shall not apply to cases where the University was entrusted with the handling of all or part of the said Personal Data by another Personal Information Handling Business Operator or an Administrative Organ, etc., and the University has notified the occurrence of such incident to such another Personal Information Handling Business Operator or such Administrative Organ, etc. under Article 9 of the Enforcement Rules for the Act.

2 The University, in those cases prescribed in the preceding paragraph (excluding cases in which the University has made the notification pursuant to the proviso of the said paragraph), shall notify the occurrence of the said incident to the Subject Person pursuant to the provisions of Article 10 of the Enforcement Rules for the Act. This, however, shall not apply in cases where it is difficult to make notification to the Subject Person and when necessary alternative action is taken to protect the Subject Person's rights and interests.

(Restriction on Third Party Provision)

Article 13 The University shall, except in those cases set forth in the following, not provide Personal Data to a third party without obtaining a Subject Person's consent in advance:

- (1) cases based on laws and regulations;
- (2) cases in which there is a need to protect human life, body, or fortune, and when it is difficult to obtain a Subject Person's consent;
- (3) cases in which there is a special need to enhance public hygiene or promote

fostering healthy children, and when it is difficult to obtain a Subject Person's consent;

(4) cases in which there is a need to cooperate concerning a central government organization or a local government, or a person entrusted by them performing affairs prescribed by laws and regulations, and when there is a possibility that obtaining a Subject Person's consent would interfere with the performance of the said affairs;

(5) cases in which a provision of such Personal Data is unavoidable to publish or teach about the results of academic research (excluding where there is a possibility of unfairly infringing the rights and interests of any individual);

(6) cases in which there is a need to provide such Personal Data for an Academic Research Purpose (including where part of the purpose of providing such Personal Data is an Academic Research Purpose, but excluding where there is a possibility of unfairly infringing the rights and interests of any individual) (limited to cases where the University and such third party jointly conduct an academic research); and

(7) cases in which such third party is an Academic Research Institute, etc. and such third party needs to handle such Personal Data for an Academic Research Purpose (including where part of the purpose of handling such Personal Data is an Academic Research Purpose, but excluding where there is a possibility of unfairly infringing the rights and interests of any individual).

2 The University, in regard to Personal Data provided to a third party, may, in cases where it is set to cease in response to a Subject Person's request a third-party provision of Personal Data that can identify the Subject Person and when pursuant to Article 11 of the Enforcement Rules for the Act it has in advance informed a Subject Person of those matters set forth in the following or put them into a state where a Subject Person can easily know, and notified such matters to the Personal Information Protection Commission, provide the said Personal Data to a third party notwithstanding the provisions of the preceding paragraph. This, however, shall not apply in cases where the Personal Data to be provided to a third party is Special Care-required Personal Information or has been acquired in violation of the

provisions of Article 6, paragraph 1 or where the said Personal Data has been provided by another Personal Information Handling Business Operator pursuant to the provisions of this paragraph (including its wholly or partially duplicated or processed one).

- (1) The appellation and address of the University and the name of the President;
- (2) that the Purpose of Use is a third-party provision;
- (3) the categories of Personal Data provided to a third party;
- (4) a method of acquiring Personal Data provided to a third party;
- (5) a method of a third-party provision;
- (6) that a third-party provision of Personal Data that can identify a Subject Person will be ceased in response to the Subject Person's request;
- (7) a method of receiving a Subject Person's request; and
- (8) other matters that are prescribed in the items of Article 11, paragraph 4 of the Enforcement Rules for the Act as those necessary to protect an individual's rights and interests.

3 The University shall, without delay in case of having altered those matters set forth in item (1) of the preceding paragraph or having ceased to provide Personal Data under the provisions of the said paragraph, or in advance in case of intending to alter those matters set forth in items (3) through (5) and item (7) or (8) of the said paragraph, inform a Subject Person of the contents to be altered or put them into a state where a Subject Person can easily know and notify them to the Personal Information Protection Commission in accordance with the provisions of Article 1, paragraphs 1 to 3 of the Enforcement Rules of the Act.

4 In those cases set forth in the following, a person receiving the provision of the said Personal Data shall not fall under a third party concerning applying the provisions of each preceding paragraph:

- (1) cases in which Personal Data is provided accompanied by the University entrusting a whole or part of the handling of the Personal Data within the necessary scope to achieve a Purpose of Use;
- (2) cases in which Personal Data is provided accompanied with business succession caused by a merger or other reason; and

(3) cases in which Personal Data to be jointly used by a specified person is provided to the specified person, and when a Subject Person has been informed in advance or a state has been in place where a Subject Person can easily know to that effect as well as of the categories of the jointly utilized Personal Data, the scope of a jointly using person, the Purpose of Use for the using person, the name or appellation and address of a person responsible for controlling the said Personal Data and the name of the President.

- 5 The University shall, without delay in case of having altered the name or appellation and address of a person responsible for controlling Personal Data or the name of the President prescribed in item (3) of the preceding paragraph, or in advance in case of intending to alter the Purpose of Use by the using person as prescribed in the said item or the said responsible person, inform a Subject Person of the contents to be altered or put them into a state where a Subject Person can easily know.

(Restriction on Provision to a Third Party in a Foreign Country)

Article 14 The University, except in those cases set forth in each item of paragraph 1 of the preceding Article, shall, in case of providing Personal Data to a third party (excluding a person establishing a system conforming to standards prescribed by the provisions of Article 16 of the Enforcement Rules for the Act as those necessary for continuously taking action equivalent to the one that the University shall take concerning the handling of Personal Data pursuant to the provisions of this Chapter (“Equivalent Action” in paragraph 3); hereinafter the same in this paragraph and the succeeding paragraphs and Article 17, paragraph 1, item (2)) in a foreign country (meaning a country or region located outside the territory of Japan; hereinafter the same in this Article and the said item) (excluding those prescribed by Article 15 of the Enforcement Rules for the Act as a foreign country establishing a Personal Information protection system recognized to have equivalent standards to that in Japan in regard to the protection of an individual’s rights and interests; hereinafter the same in this Article and the said item), in advance obtain a Subject Person’s consent to the effect that he or she approves the provision to a third party in a foreign country. In this case, the provisions of the preceding Article shall not apply.

2 When obtaining the consent of a Subject Person under the preceding paragraph, the University shall, under the provisions of Article 17 of the Enforcement Rules for the Act, in advance provide the Subject Person with information on the system for the protection of Personal Information and the action to be taken by a third party to protect Personal Information that are in place in such foreign country and other information that may be useful to such Subject Person.

3 The University shall, when having provided Personal Data to a third party in a foreign country (limited to those that have established a system prescribed in paragraph 1), shall, as set forth in Article 18 of the Enforcement Rules for the Act, take measures necessary to ensure that such third party will take an Equivalent Action, and provide information on such necessary measures to the relevant Subject Person at his or her request.

(Keeping a Record Regarding a Third-Party Provision)

Article 15 The University shall, when having provided Personal Data to a third party (excluding a person set forth in each item of Article 2, paragraph 13; hereinafter the same in this Article and the succeeding Article, including where this is applied mutatis mutandis to Article 17, paragraph 3 following the deemed replacement of terms), keep records under Article 19 of the Enforcement Rules for the Act on the date on which the Personal Data was provided, the name or appellation of the third party, and other matters prescribed in Article 20 of the Enforcement Rules for the Act. This, however, shall not apply in cases where the Personal Data provision falls under any of each item of Article 13, paragraph 1 or paragraph 4 (or, in the case of a Personal Data provision pursuant to the provisions of paragraph 1 of the preceding Article, any of each item of Article 13, paragraph 1).

2 The University shall maintain a record under the preceding paragraph for a period prescribed by Article 21 of the Enforcement Rules for the Act from when it kept the record.

(Confirmation, etc. When Receiving a Third-Party Provision)

Article 16 The University shall, when receiving a provision of Personal Data from a third party, confirm those matters set forth in the following under Article 22 of the Enforcement Rules for the Act. However, it shall not apply in cases where the said

Personal Data provision falls under any of each item of Article 13, paragraph 1 or paragraph 4.

- (1) The name or appellation and address of the third party and, for a corporate body, the name of its representative; and
 - (2) circumstances under which the said third party acquired Personal Data.
- 2 A third party under the preceding paragraph shall, in cases where the University confirms under the provisions of the preceding paragraph, not deceive the University on a matter relating to the confirmation.
- 3 The University shall, when having confirmed under the provisions of paragraph 1, keep a record under Article 23 of the Enforcement Rules for the Act on the date when it received the provision of Personal Data, a matter concerning the said confirmation, and other matters prescribed by Article 24 of the Enforcement Rules for the Act.
- 4 The University shall maintain a record under the preceding paragraph for a period prescribed by Article 25 of the Enforcement Rules for the Act from when it kept the record.

(Restriction, etc. on Third-Party Provision of Individual-related Information)

Article 17 The University shall, when expecting that a third party will acquire Individual-related Information (limiting to those constituting Individual-related Information database, etc.; hereinafter the same in this Chapter; such database, etc. meaning a collective body of information comprising Individual-related Information which has been systematically organized to be able to search using a computer for specific Individual-related Information or similar others prescribed by Cabinet Order as systematically organized to be able to search easily for specific Individual-related Information) as Personal Data, not provide such Individual-related Information to any third party without in advance confirming the following matters under the provisions of Article 26, paragraph 1 of the Enforcement Rules for the Act, except for cases set forth in the items of Article 13, paragraph 1:

- (1) that the Subject Person has given consent to the effect that such third party will receive a provision of Individual-related Information from the University and acquire it as Personal Data from which the Subject Person can be identified; and
- (2) when making a provision to a third party in a foreign country and obtaining the

consent of a Subject Person under the preceding paragraph, that the Subject Person has been in advance provided with information on the system for the protection of Personal Information and the action to be taken by such a third party to protect Personal Information that are in place in a foreign country and other information that may be useful to such Subject Person.

2 The provisions of Article 14, paragraph 3 shall apply mutatis mutandis to cases in which the University provides Individual-related Information under the provisions of the preceding paragraph. In this case, the phrase in paragraph 3 of the said Article “take measures ---, and provide information on such necessary measures to the relevant Subject Person at his or her request” shall be replaced with “take measures ---.” (by discarding “, and provide” and thereafter).

3 The provisions of paragraphs 2 to 4 of the preceding Article shall apply mutatis mutandis to cases where the University confirms under the provisions of paragraph 1. In this case, the phrase in paragraph 3 of the said Article, “when it received the provision of” shall be replaced with “when it provided.”

(Production, etc. of Aliased Personal Information)

Article 18 The University shall, when producing Aliased Personal Information (limiting to those constituting Aliased Personal Information database, etc.; hereinafter the same in this Chapter; such database, etc. meaning a collective body of information comprising Aliased Personal Information which has been systematically organized to be able to search using a computer for specific Aliased Personal Information or similar others prescribed by Cabinet Order as systematically organized to be able to search easily for specific Aliased Personal Information), process Personal Information under standards prescribed by Article 31 of the Enforcement Rules for the Act as those necessary to make it impossible to identify a specific individual without collating with other information.

2 The University, when having produced Aliased Personal Information or when having acquired Aliased Personal Information and the deleted information, etc. relating to it (meaning a description or the like or an Individual Identification Code deleted from Personal Information used to prepare Aliased Personal Information and information relating to a processing method carried out under the provisions of the

preceding paragraph; hereinafter the same in this Article, and paragraph 7 of this Article as applied mutatis mutandis under paragraph 3 of the succeeding Article following the deemed replacement of terms), shall take action for the security control of the deleted information, etc. under standards prescribed by Article 32 of the Enforcement Rules for the Act as those necessary to prevent leakage of the deleted information, etc.

- 3 Notwithstanding the provisions of Article 4, the University shall not handle Aliased Personal Information (limited to those that are Personal Information; hereinafter the same in this Article) beyond the necessary scope to achieve a Purpose of Use specified under the provisions of Article 3, paragraph 1, except for cases based on laws and regulations.
- 4 When applying the provisions of Article 7 relating to Aliased Personal Information, the phrase “informing a Subject Person of, or disclosing to the public” as used in the provisions of paragraph 1 and paragraph 3 of the said Article and the same phrase as used in items (1) through (3) of paragraph 4 of the said Article, shall be replaced with the phrase “disclosing to the public.”
- 5 The University shall strive to delete Personal Data constituting Aliased Personal Information and the deleted information, etc. without delay when such use has become unnecessary. In this case, the provisions of Article 8 shall not apply.
- 6 Notwithstanding the provisions of Article 13, paragraphs 1 and 2, and Article 14, paragraph 1, the University shall not provide Personal Data constituting Aliased Personal Information to any third party except for cases based on laws and regulations. In this case, the phrase “each preceding paragraph” in Article 13, paragraph 4 shall be replaced with “Article 18, paragraph 6”; the phrase “a Subject Person has been informed in advance or a state has been in place where a Subject Person can easily know” in item (3) of the said paragraph shall be replaced with in advance such fact as well as the categories of the jointly utilized Personal Data ---or the name of the President have been disclosed to the public”; the phrase “inform a Subject Person of --- or put them into a state where a Subject Person can easily know” in paragraph 5 of the said Article shall be replaced with “disclose to the public”; the phrase “any of each item of Article 13, paragraph 1 or paragraph 4 (or, in

the case of a Personal Data provision pursuant to the provisions of paragraph 1 of the preceding Article, any of each item of Article 13, paragraph 1)” in the proviso of Article 15, paragraph 1 and the phrase “any of each item of Article 13, paragraph 1 or paragraph 4” in the proviso of Article 16, paragraph 1 shall be replaced with “is based on laws and regulations or falls under any of each item of Article 13, paragraph 4.”

7 The University shall, in handling Aliased Personal Information, not collate the said Aliased Personal Information with other information in order to identify a Subject Person concerned with Personal Information used to produce the Aliased Personal Information.

8 The University shall, in handling Aliased Personal Information, not use the contact or other information contained in such Aliased Personal Information to make a phone call, send a postal mail, send correspondence delivery as defined in Article 2, paragraph 2 of the Act on Correspondence Delivery by Private Business Operators (Act No. 99 of 2002) by using a service provided by a general correspondence delivery operator as defined in paragraph 6 of the said Article or a specified correspondence delivery operator as defined in paragraph 9 of the said Article, send a telegram, transmit a message by using a facsimile machine or electronic or magnetic means (which is a means that involves the use of an electronic data processing system or any other means that involves the use of other information and communications technology and that is prescribed in Article 33 of the Enforcement Rules for the Act), or visit a residence.

9 The provisions of Article 3, paragraph 2, and Article 12 shall not apply to Aliased Personal Information, Personal Data constituting Aliased Personal Information, and Retained Personal Data constituting Aliased Personal Information.

(Restriction, etc. on Third-Party Provision of Aliased Personal Information)

Article 19 The University shall, except in those cases based on laws and regulations, not provide Aliased Personal Information (excluding such information that constitutes Personal information; the same applies to paragraphs 2 and 3 below) to any third party.

2 The provisions of Article 13, paragraphs 4 and 5 shall apply mutatis mutandis to a

person receiving the provision of Aliased Personal Information. In this case, the phrase “each preceding paragraph” in paragraph 4 of the said Article shall be replaced with “Article 19, paragraph 1”; the phrase “a Subject Person has been informed in advance or a state has been in place where a Subject Person can easily know” in item (3) of the said paragraph shall be replaced with “in advance such fact as well as the categories of the jointly utilized Personal Data ---or the name of the President have been disclosed to the public”; the phrase “inform a Subject Person of --- or put them into a state where a Subject Person can easily know” in paragraph 5 of the said Article shall be replaced with “disclose to the public.”

- 3 The provisions of Articles 9 through 11, Article 57, and paragraphs 7 and 8 of the preceding Article shall apply *mutatis mutandis* to handling Aliased Personal Information by the University. In this case, the phrase “leakage, loss or damage” shall be replaced with “leakage”, and the phrase “collate the said Aliased Personal Information with other information in order to” in paragraph 7 of the preceding Article shall be replaced with “acquire the deleted information, etc. or collate the said Aliased Personal Information with other information in order to.”

(Responsibilities of Academic Research Institute, etc.)

Article 20 The University shall, when handling Personal Information for an Academic Research Purpose, comply with the provisions of these Rules and Regulations, and strive to take itself necessary action for ensuring the proper handling of Personal Information and disclose to the public the contents of such action taken.

Chapter 3 Personal Information Files

(Preparation and Publication of a Personal Information File Register)

Article 21 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 75, items (i) through (iii) of the Act.

Chapter 4 Disclosure

(Right to Request Disclosure)

Article 22 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 or an agent privately appointed by such Subject Person (hereinafter referred to as an “Agent”) 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.

(Procedure for a Disclosure Request)

Article 23 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 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 specify a reasonable time and request the Disclosure Requester to make an amendment to the form. In this case, the University shall strive to provide the Disclosure Requester with reference information for supporting the amendment.

- 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 24 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 25 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. holding 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 26 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 77, 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 83, 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 84 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 the head of another Administrative Organ (provided that the organ is designated by the Cabinet Order set forth in Article 2, paragraph 8, item (4) or (5), the person designated for each organ by Cabinet Order) or an Incorporated Administrative Agency, etc. (hereinafter referred to the “Head of an Administrative Organ, etc.”) in accordance with the provisions of Article 85, 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 86, 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 86, 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 27 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 87, 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) shall be replaced with “the proviso of Article 87, paragraph 1 of the Act on the Protection of Personal Information.”

Chapter 5 Correction

(Right to Request Correction)

Article 28 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 32, paragraph 1) if that person doubts the truthfulness of the contents of such information, unless the provisions of other laws and regulations 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 85, paragraph 3 of the Act in the case where the relevant case has been transferred in accordance with Article 85, 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 88, paragraph 1 of the Act.

2 An Agent may make a request for correction under the provisions of the preceding paragraph (hereinafter referred to as a “Correction Request”) on behalf of a Subject Person.

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

(Procedure for a Correction Request)

Article 29 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 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 specify a reasonable period of time and request the Correction Requester 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 30 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. holding the relevant Personal Information for his/her opinion and, if necessary, may ask the Committee for its opinion.

(Decision on Correction, etc.)

Article 31 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 91, 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 94, 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 95 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 the Head of another Administrative Organ, etc. in accordance with the provisions of Article 96, 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 96, 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 32 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 and regulations 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 being handled in violation of the provisions of Article 4 or Article 5, or where the information was acquired in violation of the provisions of Article 6: 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 13, paragraph 1 or Article 14: Suspension of the provision of the Retained Personal Information

2 An Agent 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 a Subject Person.

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

(Procedure for a Use Suspension Request)

Article 33 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 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 specify a reasonable period of time and request the Use Suspension Requester 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 34 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. holding the relevant Personal Information for his/her opinion and, if necessary, may ask the Committee for its opinion.

(Decision on Use Suspension, etc.)

Article 35 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 99, 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 102, 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 103 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 36 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 37 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 105, 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 Administrative Organ, etc.

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

Article 38 In accordance with the provisions of this Chapter, the University may prepare and provide Anonymized Personal Information Held by an Administrative Organ, etc. (limited to that constituting an Anonymized Personal Information File Held by an Administrative Organ, etc.; the same applies hereinafter in this Chapter and the following Chapter).

- 2 Except where either of the following items applies, the University must not provide Anonymized Personal Information Held by an Administrative Organ, etc. for purposes other than the Purpose of Use.
 - (1) cases based on laws and regulations (including cases where such provision is made under the provisions of this Chapter); and
 - (2) cases in which Anonymized Personal Information Held by an Administrative Organ, etc. prepared by processing Retained Personal Information is provided to a third party in circumstances where such Retained Personal Information may be provided to a third party for the Purpose of Use.
- 3 Notwithstanding the provisions of Article 69 of the Act, the University must not personally use or provide deleted information (limited to that falling under the

category of Retained Personal Information) for any purpose other than the Purpose of Use thereof, except where such use or provision is based on laws and regulations.

- 4 "Deleted information" in the preceding paragraph means a description, etc. or Individual Identification Code deleted from Retained Personal Information used to prepare Anonymized Personal Information Held by an Administrative Organ, etc. (Registration of Matters Relating to the Solicitation of a Proposal in the Personal Information File Register)

Article 39 If the University finds that a Personal Information File it retains falls under all of the items of Article 2, paragraph 20, the University shall, in relation to that Personal Information File, register the matters set forth in the items of Article 110 of the Act in the Personal Information File Register.

(Solicitation of Proposals)

Article 40 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 succeeding Article in relation to the Personal Information Files it retains (limited to those for which the matters listed in Article 110, 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 Administrative Organ, etc.)

Article 41 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 Administrative Organ, etc. and thereby intends to use, for his/her business, Anonymized Personal Information Held by an Administrative Organ, 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 Administrative

Organ, 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 42 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 Administrative Organ, 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 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 Administrative Organ, etc. was canceled under the provisions of Article 49, where two years have not yet passed since the date of the cancellation;

(6) A corporation or any other organization, any of whose officers falls under any of the preceding items.

(Examination, etc. of Proposals)

Article 43 When a proposal is made under Article 41, paragraph 1, the University shall have the Committee examine whether the proposal conforms to the criteria set forth in the items of Article 114, paragraph 1 of the Act.

2 When the University finds that the proposal under Article 41, 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 Administrative Organ, 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 41, paragraph 1 does not conform to any of the criteria mentioned in each item of Article 114, paragraph 1 of the Act 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.

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

Article 44 A person who has received a notification under paragraph 2 of the preceding Article may conclude a contract with the University for use of Anonymized Personal Information Held by an Administrative Organ, etc. by submitting the documents set forth in paragraph 3 of the same Article.

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

Article 45 When preparing Anonymized Personal Information Held by an Administrative Organ, 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 (including those under multi-tier entrustment arrangements) by the University with the preparation of Anonymized Personal Information Held by an Administrative Organ, etc. carries out the entrusted work.

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

Article 46 Upon preparing Anonymized Personal Information Held by an Administrative Organ, etc., the University shall register the matters set forth in Article 117 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 Administrative Organ, etc.

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

Article 47 If a person intends to become a Business Operator Handling Anonymized Personal Information Held by an Administrative Organ, etc. and thereby intends to use, for his/her business, Anonymized Personal Information Held by an Administrative Organ, etc. for which the matters set forth in Article 117, 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 Administrative Organ, etc., a person has concluded a contract for use of Anonymized Personal Information Held by an Administrative Organ, etc. in accordance with the provisions of Article 44 and intends to change the business for which the person uses that information.

2 The provisions of Article 41, paragraph 2 and Articles 42 through 44 shall apply mutatis mutandis to proposals under the preceding paragraph.

(Fees)

Article 48 A person who concludes a contract for use of Anonymized Personal Information Held by an Administrative Organ, etc. in accordance with the provisions of Article 44 shall pay a fee consisting of the total of 21,000 yen and the sum of the applicable amounts below:

(1) 3,950 yen per hour required for the preparation of Anonymized Personal Information Held by an Administrative Organ, etc.; and

(2) The amount to be paid to the person entrusted with the preparation of

Anonymized Personal Information Held by an Administrative Organ, 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 Administrative Organ, etc. in accordance with the provisions of Article 44 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 Administrative Organ, 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 Administrative Organ, etc. in accordance with the provisions of Article 44 is required to pay; or

(2) Person who has concluded a contract for use of the relevant Anonymized Personal Information Held by an Administrative Organ, etc. in accordance with the provisions of Article 44 (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 Administrative Organ, etc.)

Article 49 If a person who has concluded a contract for use of Anonymized Personal Information Held by an Administrative Organ, etc. in accordance with the provisions of Article 44 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 42 (including the case where those items apply mutatis mutandis in Article 47, paragraph 2); or

(3) A material breach of any matter prescribed in the contract has been committed by the person.

(Prohibition against the Act of Identifying, etc.)

Article 50 The University shall, in handling Anonymized Personal Information Held by an Administrative Organ, etc., not collate the said Anonymized Personal Information Held by an Administrative Organ, etc. with other information in order to identify a Subject Person concerned with Personal Information used to produce the Anonymized Personal Information Held by an Administrative Organ, etc., unless such act is required under laws and regulations.

2 The University shall take necessary measures for proper management of Anonymized Personal Information Held by an Administrative Organ, etc., the deleted information as defined under Article 38, paragraph 4, and information on the method of processing performed in accordance with the provisions of Article 45, paragraph 1 (hereinafter referred to as “Anonymized Personal Information and Other Related Information Held by an Administrative Organ, 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 Administrative Organ, etc.:

(1) Clearly define the authority and responsibility of persons who handle Anonymized Personal Information and Other Related Information Held by an Administrative Organ, etc.;

(2) Develop various regulations regarding the handling of Anonymized Personal Information and Other Related Information Held by an Administrative Organ, 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 Administrative Organ, etc. from being handled by any person without the due authority to handle such information.

3 The provisions of the preceding two paragraphs shall apply mutatis mutandis to the case where a person who has been entrusted (including those under multi-tier entrustment arrangements) by the University with the handling of Anonymized Personal Information and Other Related Information Held by an Administrative

Organ, etc. carries out the entrusted work.

(Obligations of Workers)

Article 51 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 Administrative Organ, 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 Administrative Organ, etc. or who were in any position to engage in such handling;
- (2) Persons who are or were engaged in the entrusted work under paragraph 3 of the preceding Article; and
- (3) Dispatched workers who are or were engaged in the handling of Anonymized Personal Information and Other Related Information Held by an Administrative Organ, etc.

(Obligations Relating to the Handling of Anonymized Personal Information)

Article 52 The University shall, when providing Anonymized Personal Information (excluding Anonymized Personal Information Held by an Administrative Organ, etc.; the same applies hereinafter in this Article) to a third party, except in cases based on laws and regulations, in advance disclose to the public the categories of information relating to the individuals whose Personal Information is contained in the Anonymized Personal Information to be provided to the third party and the method of provision thereof under the provisions of Article 66 of the Enforcement Rules for the Act, and shall state to the third party explicitly that the information relating to the provision is Anonymized Personal Information.

- 2 The University shall, when handling Anonymized Personal Information, not acquire a description or the like or an Individual Identification Code deleted from the Personal Information or information relating to a processing method carried out under the provisions of Article 43, paragraph 1 of the Act, or collate the said Anonymized Personal Information with other information in order to identify a Subject Person concerned with personal information used to produce the said Anonymized Personal Information, except in cases based on laws and regulations.

- 3 The University shall take action for proper management of the Anonymized Personal Information under standards prescribed by Article 67 of the Enforcement Rules for the Act as those necessary to prevent leakage of the Anonymized Personal Information.
- 4 The provisions of the preceding two paragraphs shall apply mutatis mutandis to the case where a person entrusted (including those under multi-tier entrustment arrangements) by the University with the handling of Anonymized Personal Information carries out the entrusted work.

Chapter 9 Miscellaneous Provisions

(Exception Relating to Retention of Retained Personal Information)

Article 53 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 54 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 88 of the Act 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 32, paragraph 1, item (1)	Where the Retained Personal Information is	Where the Retained Personal Information is used in violation

	being handled in violation of the provisions of Article 4 or Article 5, or where the information was acquired in violation of the provisions of Article 6	of the provisions of Article 4, paragraphs 1, 2, and 3 (limited to its part related to items (1) and (2)) or Article 5 whose application is based on replacing provisions in accordance with the provisions of Article 30, 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 29 of the same Act
Article 32, paragraph 1, item (2)	Article 13, paragraph 1 or Article 14	Article 19 of the Number Act

Article 55 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 85, Article 88 and Article 96 of the Act and the provisions of Chapter 5, Section 4, Subsection 3 of the Act 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 31, paragraph 6	recipients of the Retained Personal Information	the Prime Minister and the Person Referring Information or the Person Providing Information prescribed in Article 19, item (viii) of the Number Act, or the Person Referring Information related to an ordinance process prescribed in paragraph 9 of the said Article (limited to the person recorded in a record prescribed in Article 23, paragraph 1 or 2 of the Number Act (including cases where these provisions are applied mutatis mutandis pursuant to Article 26 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 56 In order to facilitate an easy and accurate Disclosure Request, Correction Request or Use Suspension Request or a proposal under Article 41, paragraph 1 or Article 47, paragraph 1 (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 or to the submission of such proposal.

(Processing of Complaints by the University)

Article 57 The University shall endeavor to properly and promptly process complaints regarding the handling of Personal Information at the University.

2 The University must establish a system that is necessary to achieve the purpose described in the preceding paragraph.

(Auxiliary Provisions)

Article 58 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.