

■ Handling of Personal Information

The National University Corporation University of Tsukuba (referred to as the “Corporation”) complies with the Act on the Protection of Personal Information and other relevant laws, regulations and guidelines, established internal rules, etc. and endeavors to manage and protect personal information appropriately. The Corporation will use personal information collected by the Corporation for the purposes listed in this Handling of Personal Information and will continue to manage and operate the personal information safely and appropriately according to the “Basic Policy on the Security Management of Personal Information and Specific Personal Information at the University of Tsukuba.”

When conducting surveys and research, etc. based on the collected personal information, the corporation may release the results thereof to outside parties once the personal information has been anonymized.

As a rule, unless otherwise set forth in laws and regulations, the Corporation will not provide personal data to a third party without obtaining the consent of the data subject in advance.

In addition to the purposes of use listed below, the Corporation may separately issue a notification of the purpose of use, etc. when collecting personal information.

- 1 Purposes of use related to persons applying (including persons whose admission has been approved; referred to as “applicants for admission” in the following Article) to the University of Tsukuba (including affiliated schools; the same is true for Articles 5, and Items 6 and 7 of Article 14 below as well)
 - (1) The selection of admitted applicants, admission notification and enrollment procedures
 - (2) The collection of and exemption from testing fees and admission fees
 - (3) Procedures for scholarship, etc. before enrollment
 - (4) Contact during emergencies, etc.
 - (5) Survey and research to benefit the enhancement and improvement of quality of student recruitment, admission examinations, education and research, and management and operation, as well as future development
 - (6) To handle other matters required for affairs related to management and operation of the Corporation

- 2 Purposes of use related to the legal guardians and persons responsible for the educational expenses (this refers to the persons who have primary responsibility for educational expenses; the same is true in Article 4)
 - (1) The collection of and exemption from testing fees and admission fees
 - (2) Contact during emergencies, etc.
 - (3) Survey and research to benefit the enhancement and improvement of quality of student recruitment, admission examinations, education and research, and management and operation as well as future development

- (4) To handle other matters required for affairs related to management and operation of the Corporation

3 Purposes of use related to students (including children and pupils of affiliated schools; the same is true below)

- (1) University registration management, status change management, health care, scholarship management, awards and disciplinary action
- (2) Academic guidance, academic grade information management, class management and thesis examinations
- (3) Information management of career options after graduation
- (4) Issuance of student ID cards, various certificates and diplomas
- (5) Management of payment and refund of student fees
- (6) Entrance fee and tuition claim management
- (7) Student welfare and extracurricular activity support
- (8) Deferral procedures of entrance fee and tuition, etc.
- (9) Selection and payment procedures for scholarships, etc.
- (10) Preparation and management of employment-related information, and employment support
- (11) Contact with legal guardians, persons responsible for the educational expenses and guarantors regarding grade notification, education guidance, daily life guidance, etc.
- (12) Information provision to partner institutions with academic exchange agreements, etc.
- (13) Employment management when conducting affairs including short-term employment and payment of salaries, etc. at the Corporation or University of Tsukuba
- (14) Contact during emergencies, etc.
- (15) Application for issuance of certificates required for visas of international students to the Ministry of Justice (Immigration Services Agency)
- (16) Input into school internal systems and management
- (17) Procedures related to taxes, etc.
- (18) Notification and contacting (including announcements) regarding classes, course completion and graduation, etc.
- (19) Usage management related to the affiliated library and other education and research facilities of the Corporation
- (20) Affairs related to intellectual property and academia-industry collaboration
- (21) Provision of compliance education, including research ethics education, etc.
- (22) Inspections, surveys and certification assessments, etc., as well as survey services for the national government, administrative agencies and other entities, etc., and public accountability activities
- (23) Self-inspection assessments
- (24) Advertising activities
- (25) Procedures related to insurance, etc.
- (26) Survey and research to benefit the enhancement and improvement of quality of student recruitment, admission examinations, education and research, and management and operation, as well as future development

(27) To handle other matters required for affairs related to management and operation of the Corporation

4 Purposes of use related to legal guardians, persons responsible for the educational expenses and guarantors

(1) The collection of and exemption from admission fees and tuition

(2) Contact regarding grade notification, education guidance and daily life guidance, etc. for students

(3) Payment procedures for scholarships, etc.

(4) Contact during emergencies, etc.

(5) Survey and research to benefit the enhancement and improvement of quality of student recruitment, admission examinations, education and research, and management and operation as well as future development

(6) To handle other matters required for affairs related to management and operation of the Corporation

5 Purposes of use related to graduated or completed students and those who were registered at the University of Tsukuba (referred to as “graduates etc.” in Item (2) below)

(1) Certification of graduation or completion, performance, registration, etc.

(2) Contact with graduates, etc.

(3) Advertising activities

(4) Request for donations

(5) Procedures related to insurance, etc.

(6) Survey services for the national government, administrative agencies and other entities, etc.

(7) Survey and research to benefit the enhancement and improvement of quality of student recruitment, admission examinations, education and research, and management and operation as well as future development

(8) To handle other matters required for affairs related to management and operation of the Corporation

6 Purposes of use related to persons who wish to be employed by the Corporation (including persons who have been selected for employment; referred to as “persons who desire employment” in the following Article)

(1) Screening for employment

(2) Hiring procedures

(3) Contact during emergencies, etc.

(4) To handle other matters required for affairs related to management and operation of the Corporation

7 Purposes of use related to the families (including partners; the same is true in Article 10 below) of persons who desire employment

(1) Contact during emergencies, etc.

- (2) To handle other matters required for affairs related to management and operation of the Corporation

8 Purposes of use related to staff

- (1) Personnel affairs
- (2) Payment of salary, bonuses, travel expenses. etc.
- (3) Procedures for benefits
- (4) Procedures for social insurance, labor insurance, ceremonies and awards, etc.
- (5) Personnel management
- (6) Health management
- (7) Contact with temporary transfer destinations and origins
- (8) Retirement procedures
- (9) Procedures related to taxes, etc.
- (10) Input into school internal systems and management
- (11) Contact during emergencies, etc.
- (12) Usage management related to the affiliated library and other education and research facilities of the Corporation
- (13) Affairs related to intellectual property and academia-industry collaboration
- (14) Information provision to partner universities with academic exchange agreements, etc.
- (15) Provision of compliance education, including research ethics education, etc.
- (16) Self-inspection assessment
- (17) Inspections, surveys and certification assessments, etc., as well as survey services for the national government, administrative agencies and other entities, etc., and public accountability activities
- (18) Survey and research to benefit the enhancement and improvement of quality of student recruitment, admission examinations, education and research, and management and operation as well as future development
- (19) To handle other matters required for affairs related to management and operation of the Corporation

9 Purposes of use related to retired staff

- (1) Certification of registration, etc.
- (2) Contact with retired staff
- (3) Procedures for social insurance, labor insurance, ceremonies and awards, etc.
- (4) Advertising activities
- (5) Request for donations
- (6) Survey services for the national government, administrative agencies and other entities, etc.
- (7) Survey and research to benefit the improvement in education and research, and management and operation, as well as future development
- (8) To handle other matters required for affairs related to management and operation of the Corporation

10 Purposes of use related to the families of staff

- (1) Procedures for benefits
- (2) Procedures for social insurance, etc.
- (3) Procedures related to taxes, etc.
- (4) Contact during emergencies, etc.
- (5) To handle other matters required for affairs related to management and operation of the Corporation

11 Purposes of use related to donors

- (1) Procedures for accepting donations
- (2) Issuance of certificates of donation receipt
- (3) Sending of premiums for donations, etc.
- (4) Input into school internal systems and management
- (5) To handle other matters required for affairs related to management and operation of the Corporation

12 Purposes of use related to patients at the affiliated hospital

Handling of personal information at the University of Tsukuba Hospital

13 Purposes of use related to visitors to public websites

- (1) Understanding of the use of public websites
- (2) Improvement of public websites
- (3) Providing services for public websites
- (4) To handle other matters required for affairs related to management and operation of the Corporation

14 Purposes of use related to persons other than those in 1 to 13 above

- (1) Contract procedures and management for temporary personnel
- (2) Procedures and management related to contracts and invitations related to joint research
- (3) Scientific, historical, and statistical processing related to scholarly research
- (4) Applications, procedures, etc. for various projects
- (5) Procedures and management related to use of the affiliated library
- (6) Procedures and management related to participation in and invitations to open classes, programs and events, etc.
- (7) Provision of services and information related to open classes, programs and events, etc. held by the Corporation or the University of Tsukuba
- (8) Payment of rewards, travel expenses, etc. and collection of fees
- (9) Procedures related to taxes, etc.
- (10) Survey and research to benefit the enhancement and improvement of quality of student recruitment, admission examinations, education and research, and management and operation as well as future development
- (11) To handle other matters required for affairs related to management and operation of

the Corporation