

Ritsumeikan University Policy on Handling of Personal Information

Personal information collected from individuals during the admissions process will be handled in accordance with the following.

1. Purpose of Use of Personal Information

- ① To carry out the admissions process, such as screening, mailing admission registration card, etc.
- ② To notify results
- ③ To send enrollment-related documents
- ④ To make documents relating the Certificate of Eligibility
- ⑤ To send information regarding orientation sessions for international students
- ⑥ To send information regarding student life, such as housing, insurance, National Federation of University Co-operative Associations, etc.
- ⑦ To send various questionnaires after admission
- ⑧ To manage student records after their enrollment

2. Management of Personal Information

Ritsumeikan University will manage the personal information of applicants in compliance with relevant Japanese laws and regulations. Information will be managed securely to prevent loss, destruction or divulgence.

3. Outsourcing of the Handling of Personal Information

Ritsumeikan University may outsource part of the handling of the personal information of applicants when necessary, such as the receipt of applications or the data entry of personal details. In such cases, Ritsumeikan University and the external organization will sign a contract regarding the appropriate management of personal information.

4. Statistical Use of Personal Information

Ritsumeikan University may use data extracted from applicants' personal information to conduct various statistical analyses to be used for surveys and research relating to the admission process. This data may also be provided to students interested in applying to Ritsumeikan University. However, the university shall ensure that any information made public cannot be used to identify specific individuals.