

The Ritsumeikan Trust Personal Information Protection

Basic Policy

The Ritsumeikan Trust (hereinafter called "the Trust") will establish independent rules and systems to comply with relevant laws and regulations and other standards regarding the protection of personal information on the students of the Trust used by the Trust in education and research, and set forth as follows, and implement and maintain, the Personal Information Protection Basic Policy. The matters regarding the handling of personal information for the purpose of academic research will be provided for separately.

To implement this Basic Policy, the Trust will set forth and make public the Ritsumeikan Trust Personal Information Protection Regulations, and familiarize the faculty and staff, etc. (such as officers, teachers, staff members, part-timers, and temporary workers) of the Trust and any persons involved therewith with them.

The Trust will take appropriate information security measures to prevent any loss, destruction, falsification, and leak, etc. of personal information including countermeasures against unauthorized access and computer viruses.

The Trust will obtain personal information by lawful and fair means, without using illegal means. The Trust will also obtain the approval from the subject person of the relevant personal information of the purpose of use, etc. or announce necessary matters on the Trust website.

In case of obtaining personal information indirectly, the Trust will confirm whether the provider has acquired the relevant personal information properly from the subject person, and announce on the Trust website the purpose of use of the personal information and other necessary matters.

The Trust will confirm that the subject person possesses the rights to disclose, correct, suspend, or delete, etc. his or her own personal information, and will respect and respond to such requests from the subject person.

In case of using personal information jointly with a third party or entrusting a third party with personal information to delegate any service, the Trust will investigate such third party and take legally required measures including making a necessary agreement.

The Trust will handle strictly not only personal information on the students enrolled in a school established by the Trust at present or in the past, but also personal information provided by the subject person for the purpose of becoming a student of a school established by the Trust.

The Trust will establish the following principles for obtaining and handling of specific personal information:

- Will use personal information within the scope of the purpose of use at acquisition, exclusively by persons authorized according to the specific business, to the extent required for the performance of such business;
- Will not provide any personal information for a third party, in principle;
- Will not use for unintended purposes, take out from the normal location of use, or transmit externally, or otherwise leak, any personal information;
- Will prohibit persons working for the Trust from letting a third party know with no good reason the content of personal information obtained in the course of business, or using the same for an unjustifiable purpose. This will continuously apply to persons who have left the post pertaining to the relevant business;
- Will not obtain, use, or provide personal information containing the following contents:
 - Matters regarding thought, faith, or religion; and
 - Matters which may cause social discrimination.

April 1, 2005

Handling of Personal Information at Ritsumeikan University

Ritsumeikan University (hereinafter called "the University") handles personal information obtained by the University from prospective students as set forth below, in compliance with laws and regulations relating to the protection of personal information and the Ritsumeikan Trust Personal Information Protection Regulations.

Purpose of Use

Personal information on students will be used for the following purposes:

1. Provision of learning support for students, etc. including enrollment record control, registration control, performance control, and tuition fee information control
2. Provision of living support for students, etc. including life consultation, after-school activity support, scholarship control, and health control
3. Provision of career and job search support for students, etc. including career guidance, job search activity support, and career and job search information control
4. Consulting with guardians about registration, performance, and careers including notifying guardians of performance
5. Execution of entrance exam business and admission procedure business
6. Sending various guides for the University and other schools established by The Ritsumeikan Trust
7. Managing use and security control of school facilities and equipment
8. Issuance of certificates
9. Provision of necessary information to partner universities within Japan and overseas based on academic exchange agreements
 - List of Ritsumeikan University's Partner Universities and Institutions
http://www.ritsumei.ac.jp/international/pdf/j/RU_partner_universities_and_institutions.pdf
10. Provision of necessary information to groups operating scholarship businesses
11. Provision of necessary information to the group consisting of students (Ritsumeikan University Student Union)
12. Provision of necessary information to the group consisting of graduates (Ritsumeikan University Alumni Association)
13. Provision of necessary information to the group consisting of the parents of students (The Parents Association of Student Education Assistance)
14. Provision of necessary information to groups permitted by the Ritsumeikan Trust Personal Information Protection Committee
15. University assessments (self-assessment, third-party assessment, accreditation, etc.), and statistical research
16. Education, research, and FD activities
17. Other purposes related or incidental to each of the above

Management of Personal Information

Personal information on students is securely managed in line with laws and regulations and the Ritsumeikan Trust Personal Information Protection Regulations so that it is not leaked, lost, or damaged.

Outsourcing Services Associated with the Provision of Personal Data

The University may outsource certain work that includes the handling of personal data to a third-party entity having executed an agreement on the proper handling of personal information.

Provision of Personal Data to Third Parties

The University does not provide personal data to groups other than The Ritsumeikan Trust without the prior consent of the subject; provided, however, that information may be provided without the consent of the subject in cases where appropriate provision is required under laws and regulations.

Shared Use of Personal Data

The University, as the party responsible for the management of personal data by The Ritsumeikan Trust, may share personal data in the following cases. Other cases in which personal data is shared will be clearly indicated when collecting data.

Personal Data on Students and Teachers Affiliated to Societies

Personal Data to be Shared	[Students affiliated to each society] Name, student ID number, email address [Faculty members affiliated to each society] Name, faculty ID number, bank account
Scope of Shared Users	The Ritsumeikan Trust, each society at Ritsumeikan University (Ritsumeikan University Law Society, Ritsumeikan University Social Sciences Society, Ritsumeikan University International Relations Society, Ritsumeikan University Cultural Sciences Society, Ritsumeikan University Image Arts Society, Ritsumeikan University Business Administration Society, Ritsumeikan University Policy Science Society, Ritsumeikan University Economics Society, Ritsumeikan University Sport and Health Science Society, and Ritsumeikan University Gastronomy Management Society)
Purpose of Use	To introduce each society's business

Personal Data on Students and Parents (Guarantors)

Personal Data to be Shared	[Undergraduates] Name, student ID number, college, department, student year, enrollment status classification, year enrolled, year graduated, year expect to graduate, decision on graduate, current address and telephone number, permanent address and telephone number, guarantor's address and telephone number, name of guarantor, guarantor's email address [Parents] Name, address and telephone number for invoicing tuition fees, name of recipient of invoice for tuition fees
Scope of Shared Users	The Ritsumeikan Trust, Ritsumeikan University Parents Association of Student Education Assistance
Purpose of Use	To inform of activities by the Parents Association of Student Education Assistance, to send out bulletins

Personal Data on Graduates (Alumni)

Personal Data to be Shared	Name, alumni number, date of birth, permanent address and telephone number, current address and telephone number, email address, year enrolled, college, year graduated, seminar group, club, gender, high school, employment information
Scope of Shared Users	The Ritsumeikan Trust, Ritsumeikan University Alumni Association
Purpose of Use	Alumni networking, including notification of activities by the alumni association and sending out bulletins

Personal Data to be Shared	Name, alumni number, date of birth, permanent address and telephone number, current address and telephone number, email address, year enrolled, college, year graduated, seminar group, club, gender, high school, employment information
Scope of Shared Users	The Ritsumeikan Trust, Alumni Association of Ritsumeikan University College of Law, Alumni Association of Ritsumeikan University College of Social Sciences, Alumni Association of Ritsumeikan University College of International Relations, Alumni Association of Ritsumeikan University College of Letters, Alumni Association of Ritsumeikan University College of Image Arts and Sciences, Alumni Association of Ritsumeikan University College of Business Administration, Alumni Association of Ritsumeikan University College of Policy Science, Alumni Association of Ritsumeikan University College of Economics, Alumni Association of Ritsumeikan University College of Sport and Health Science/Graduate School of Sport and Health Science, Alumni Association of Ritsumeikan University Graduate School of Public Policy, Alumni Association of Ritsumeikan University Graduate School of Management (RIMO), Alumni Association of Ritsumeikan University Graduate School of Science for Human Services, Alumni Association of Ritsumeikan University Graduate School of Language Education and Information Science, Alumni Association of Ritsumeikan University School of Law, RIMOT (Alumni Association of Ritsumeikan University Graduate School of Technology Management), Ritsumei-Den'yukai, Ritsumeikan University Kiyukai, Ritsumeikan University Subutsukai, Ritsumei-Kayukai, Ritsumeikan University Kensetsukai, Alumni Association of Ritsumeikan Certified Public Accountant (Ritsumeikan CPA Club), Ritsumeikan University Jouhoukai
Purpose of Use	Alumni networking, including notification of activities by the alumni association of each college and graduate school (reunions) and sending out bulletins