

# **Japan University Accreditation Association**

## **Rules Concerning Protection of Personal Information**

Established on April 26, 2005

Revised on March 9, 2012

Revised on April 14, 2015

Revised on May 29, 2018

Revised on July 31, 2018

### Article 1 Purpose

The purpose of these Rules is to provide for basic matters concerning the handling of personal information at the Japan University Accreditation Association (“JUAA”) in accordance with the Act on the Protection of Personal Information and the Cabinet Order to Enforce the Act on the Protection of Personal Information to contribute to the protection of the rights and interests and privacy of individuals, while ensuring the appropriate and smooth operation of JUAA’s business.

### Article 2 Definitions

The definitions of terms used in these Rules are as follows:

#### (1) Personal Information

“Personal Information” means information about a living individual which can identify the specific individual by name, date of birth or other description contained in such information (including information that, when referenced with other information, can enable the identification of a specific individual).

#### (2) Personal Data

“Personal Data” means a collection of information organized systematically to enable the retrieval of specific Personal Information by a computer, or a collection of information specified by a Cabinet Order as being organized to allow the easy retrieval of specific Personal Information.

#### (3) Retained Personal Data

“Retained Personal Data” means Personal Data over which JUAA has the authority to disclose, correct, add or delete the content, discontinue its use, delete, or discontinue its provision to a third party, excluding data specified by a Cabinet Order as likely to harm public or other interests if its presence or absence is known, and data scheduled to be erased within a period of no longer than one year that is specified by a Cabinet Order.

### Article 3 Responsibilities

1. JUAA shall fully recognize the importance of protecting Personal Information and shall endeavor to take necessary measures to prevent infringement on the rights and interests of individuals in connection with the handling of Personal Information.

2. JUAA officers, employees, and those engaged in JUAA's business shall comply with these Rules, other rules and regulations of JUAA related to these Rules, and related laws and regulations, and shall not divulge Personal Information obtained in the course of their duties or use such information for improper purposes. The same applies after any such officer or employee retires from his or her position.

#### Article 4 Managers

1. JUAA shall appoint a supervisory manager and operational managers in order to ensure the proper management and security protection of Personal Information.
2. The Executive Director shall serve as supervisory manager who shall have overall responsibility and authority for Personal Information protection operations.
3. Each general manager and section manager shall serve as an operational manager and shall be responsible for the appropriate handling of the acquisition, use, management and other operations of Personal Information pertaining to the business under their jurisdiction.

#### Article 5 Specification of the Purpose of Use

1. In handling Personal Information, JUAA shall state the purpose of use of such information as specifically as possible and to the extent necessary for the performance of JUAA's business.
2. JUAA shall not change the purpose of use beyond the scope reasonably deemed to have a significant relation to the original purpose of use. In that case, the determination of whether the changed purpose is significantly related to the original purpose shall be made by the supervisory manager.

#### Article 6 Restrictions on Collection

1. Personal Information must be acquired through proper and fair means.
2. Personal Information must be obtained directly from the person concerned unless:
  - (1) the person concerned gives their consent;
  - (2) that is required by laws or regulations;
  - (3) the information becomes publicly available through publication or media reports;
  - (4) that is urgently necessary for the protection of the life, body or property of an individual; or
  - (5) there are any other legitimate reasons to collect the information from a person other than the person concerned.

#### Article 7 Notification and Disclosure of Purpose of Use

1. If JUAA acquires Personal Information, it shall promptly notify the person concerned of, or publicly announce, the purpose for which the information is to be used, except where the purpose of use has already been publicly announced.
2. If the purpose of use is changed, JUAA shall notify the person concerned of, or publicly announce, the changed purpose of use.
3. The provisions of the preceding two paragraphs do not apply if:

- (1) notifying the person concerned of, or publicly announcing, the purpose of use is likely to harm the life, body, property or other rights or interests of that person or a third party;
- (2) notifying the person concerned of, or publicly announcing, the purpose of use is likely to harm the rights or legitimate interests of JUAA;
- (3) it is necessary to cooperate with a government agency or other public body in performing the legally prescribed duties and notifying the person concerned of, or publicly announcing, the purpose of use is likely to impede the performance of those duties; or
- (4) it is recognized that the purpose of use is obvious in consideration of the circumstances of the acquisition.

#### Article 8 Restrictions on Use and Provision of Personal Information

Personal Information collected must not be used or provided for any purposes other than the stipulated purposes; provided, however, that this restriction does not apply where:

- (1) the information is used or provided in accordance with laws and regulations;
- (2) the information is used or provided based on the consent of the person concerned or provided directly to the person concerned;
- (3) it is urgently necessary for the protection of the life, body or property of an individual; or
- (4) there are other reasonable grounds for using or providing the information.

#### Article 9 Proper Management of Personal Data

1. Personal Data must be kept accurate, secure and up-to-date at all times within the scope of the stipulated purposes.
2. Necessary measures must be taken to prevent leakage, damage, alteration or loss of Personal Data and to ensure its appropriate management.
3. Personal Data that is no longer needed must be securely and promptly disposed of or deleted.

#### Article 10 Delegation of Handling of Personal Information

1. If JUAA delegates the handling of Personal Data in whole or in part, it shall exercise necessary and appropriate supervision over the delegatee to ensure the secure management of the delegated Personal Data.
2. In the case of the preceding paragraph, the following items must be included in the contract or related documentation pertaining to the delegation; provided, however, that this does not apply to items that are considered unnecessary based on the content or nature of the delegation.
  - (1) The delegatee shall not divulge to its employees or misappropriate Personal Data obtained through the handling of that data.
  - (2) If the handling of Personal Data is further delegated, that must be reported to JUAA in writing.
  - (3) The term of the delegation contract.
  - (4) After the purpose of use is achieved, the Personal Data must be appropriately and securely returned, disposed of or deleted by the delegatee.
  - (5) Processing (excluding actions within the scope of the delegation contract) or alteration, etc.

of Personal Data at the delegatee is prohibited or restricted.

- (6) Copying or reproducing Personal Data information (excluding where that is within the scope of the delegation contract, such as for the purpose of backup necessary for security control) at the delegatee is prohibited.
- (7) The obligation to report to JUAA in the event of an incident such as leakage of Personal Data at the delegatee
- (8) The responsibility of the delegatee in the event of an incident such as leakage of Personal Data at the delegatee

#### Article 11 Request for Notification of Purpose of Use

1. If the person to whom Personal Information pertains requests notification of the purpose of use of Retained Personal Data, JUAA shall promptly notify the person by mail, telephone, e-mail or other means.
2. If JUAA decides not to notify the purpose of use as described in the preceding paragraph, it shall promptly notify the person to whom Personal Information pertains of that decision.

#### Article 12 Request for Disclosure of Information

1. If the person to whom Personal Information pertains requests disclosure of his/her Retained Personal Data, JUAA shall, upon verifying the identity of that person, disclose such Retained Personal Data in writing or by a method agreed upon by that person except where:
  - (1) there is a risk of harm to the life, body, property, or other rights or interests of the person or a third party;
  - (2) there is a risk of significant hindrance to the proper conduct of the business of JUAA; or
  - (3) the disclosure would violate other laws or regulations.
2. If JUAA decides not to disclose the Personal Information as described in the preceding paragraph, it shall promptly inform the person to whom Personal Information pertains and provide an explanation.

#### Article 13 Request for Correction, Addition or Deletion of Information Content

1. If the person to whom Personal Information pertains requests a correction, addition or deletion of the content of Retained Personal Data on the grounds that the content is inaccurate, JUAA shall determine the measures to be taken based on the results of an investigation to the extent necessary to achieve the purpose of use.
2. If JUAA has corrected or taken other measures pertaining to Retained Personal Data or has decided not to take such measures as prescribed in the preceding paragraph, it shall promptly notify the person to whom Personal Information pertains of that decision.

#### Article 14 Request for Discontinuance of Use or Deletion of Information

1. If the person to whom Personal Information pertains requests the discontinuance of use or deletion of Retained Personal Data on the grounds that the data has been used for a purpose other than the

intended purpose or acquired through improper means, JUAA shall decide on the measures to be taken based on the results of a necessary investigation.

2. If the person to whom Personal Information pertains requests the discontinuance of the provision of Retained Personal Data to a third party on the grounds that such data has been provided to the third party without the consent of that person and it is determined that there is a legitimate reason for such request, JUAA shall immediately comply with such request.
3. If JUAA has discontinued the use of, deleted, or discontinued the provision to a third party of the Retained Personal Data or has decided not to take such measures as described in the preceding two paragraphs, it shall promptly notify the person to whom Personal Information pertains of that decision.

#### Article 15 Explanation of Reasons

If JUAA does not notify the purpose of use, disclose, correct, add to, delete the content, discontinue use or delete of, or discontinue provision to a third party of Retained Personal Data at the request of the person to whom Personal Information pertains or if JUAA takes different measures, it shall explain the reasons to that person.

#### Article 16 Handling of Complaints

JUAA shall endeavor to appropriately and promptly handle complaints about the handling of Personal Information.

#### Article 17 Notification of Leakage or Similar Incidents

In the event of the leakage of Personal Information held or delegated to be handled by an officer or employee of JUAA or a person engaged in JUAA's business, the incident must be promptly reported to the Supervisory Manager and the details of the leakage must be notified to the person to whom Personal Information pertains.

#### Article 18 Amendment or Abolition of These Rules

These Rules are to be amended or abolished by the Board of Managing Trustees.

#### Supplementary Provisions (April 26, 2005)

These Rules come into effect on April 26, 2005.

#### Supplementary Provisions (March 9, 2012)

These Rules come into effect as from the date of registration of the incorporation of public interest corporations set forth in Article 106, paragraph (1) of the Act on Arrangement of Relevant Acts Incidental to Enforcement of the Act on General Incorporated Associations and General Incorporated Foundations and the Act on Authorization of Public Interest Incorporated Associations and Public Interest Incorporated Foundations.

Supplementary Provisions (April 14, 2015)

These rules come into effect on April 1, 2015.

Supplementary Provisions (May 29, 2018)

These rules come into effect on April 1, 2018.

Supplementary Provisions (July 31, 2018)

These Rules come into effect on July 31, 2018.