Nanzan University Guidelines on the Protection of Personal Information

1. Purpose
With the advances made in our advanced information communications society, the need to protect our privacy is becoming stronger than ever. In particular, the protection of personal data is expected to be even more important in the future. In order to prevent unauthorized use of personal information, it is important that we implement measures to ensure the security of personal information.

2. Basic Principles
The University shall ensure that personal information is handled in a way that guarantees the protection of personal information, and shall also ensure that the handling of personal information is done in a way that respects the personal dignity of individuals, with due consideration for the protection of personal information, and the protection of freight forwarders.

3. Personal Information Management Duties
Personal information is management is the responsibility of the personal information officer, who shall be appointed by the University.

4. Access Requests
Access requests shall be handled in an appropriate manner, and access shall be granted in accordance with the stated purpose.

5. Removal of Personal Information
Personal information is to be removed in a timely manner, and access to the removed information shall be blocked.

6. Establishment of a Personal Information Protection Committee
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8. Personal Information Protection
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Addendum

These Guidelines come into force from April 1, 2005.
At Nanzan University, with our motto of Hominis Dignitati (for human dignity), we place utmost importance on the protection of personal information as a means to respect individual rights and for the proper conduct of our operations. We publish this information to ensure that the rights and benefits of the individuals concerned are protected. The University is committed to handling personal information in an appropriate manner so that we can feel at ease when taking advantage of the benefits offered by advanced information technology and the globalization of business activities. This law requires organizations to handle personal information in an appropriate manner so that we can feel at ease when taking advantage of the benefits offered by an advanced information communication society.

What is “personal information”? It refers to information pertaining to the individual, including name, date of birth or other details that allow a specific individual to be identified. Even if things such as student I.D. number, e-mail addresses, academic grades, personal attributes and status, that do not identify an individual when used alone, are also classified as personal information because when matched against a name etc, they make it possible to easily identify an individual.

Key points to the Act on the Protection of Personal Information

Point 1: The need to protect personal information

Many services make use of personal information these days. While they add an element of convenience to our lives, inappropriate handling of personal information can cause irreparable harm to the individual in question. Heightened concern about matters related to privacy led to the Act on the Protection of Personal Information being promulgated in May, 2003. In April 2004, a law was enacted in Japan concerning the protection of personal information. Since then, in May 2017, an amended law was enacted in order to cope with the rapid changes brought about by advances in information technology and the globalization of business activities. This law requires organizations to handle personal information in an appropriate manner so that we can feel at ease when taking advantage of the benefits offered by advanced information communication society.

Rules regarding the use and acquisition of personal information

- The information must be gained directly from the individual in question.
- The objective of the use of the information shall be clearly specified.
- Only the minimum amount of information required to achieve the stated objective shall be acquired.
- In addition to personal information acquired from the individual, in cases in which personal information is generated in the form of evaluations or judgments of that person, the information acquired shall be kept within required parameters.

Rules regarding appropriate management of personal information

- We will strive to keep accurate and up-to-date information.
- We will ensure that specific people are given the responsibility for managing the handling and storage of the personal information, and that the information is used, managed and disposed of in an appropriate manner.
- We accept the obligations regarding the appropriate handling of personal information, including those pertaining to confidentiality.
- In cases in which people outside the University are commissioned to do work involving the use of personal information, the University selects people committed to taking sufficient care in handling the information, and oversees the work done.

Rules regarding the provision of personal information to third parties

- As a general rule, personal information will not be provided to third parties without the permission of the person concerned.

System in which “people are directly involved”

At Nanzan University, we employ a system that involves the individual concerned in the management of their personal information. We react appropriately and swiftly to requests from individuals concerned.

Inquiries regarding the protection of personal information

Office of the Nanzan University Committee for the Protection of Personal Information (Office of the President)
18 Yamaezato-cho, Showa-ku, Nagoya 466-8673
Tel: 052-832-3113 Fax: 052-832-0666
e-mail: gaku-koho@nanzan.ac.jp http://www.nanzan-u.ac.jp/Menu/privacy/
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Key points to the Act on the Protection of Personal Information

Point 1
Aims to protect the rights and benefits to the individual while taking into account the usability of personal information.

Point 2
The law establishes a set of shared minimum required rules for the handling of personal information by organizations, including universities.

Point 3
The law places emphasis on organizations, including universities, taking autonomous action in keeping with the circumstances of their particular operations. If the law is not adhered to, the organization in question will be subject to legal action.

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At Nanzan University, with our motto of Hominis Dignitati (for human dignity), from the viewpoint of the protection of privacy and basic human rights, we have established the Nanzan University “Guidelines for the Protection of Personal Information,” the “Committee for the Protection of Personal Information” and the “Committee for the Handling of Complaints regarding Personal Information” to ensure that the personal information that we acquire from students at the time they enter the University, and in a range of aspects of their student life, is handled appropriately and with the greatest consideration possible. In addition, we insist that the following rules are adhered to so personal information can be used and managed appropriately.

Nanzan University initiatives to protect personal information

System in which “people are directly involved”

At Nanzan University, we employ a system that involves the individual concerned in the management of their personal information. We react appropriately and swiftly to requests from individuals concerned.

Please stop using my personal information

If you think that the University has handled your personal information in an inappropriate manner, you may issue a statement of dissatisfaction to the "Committee for the Handling of Complaints regarding Personal Information.”

Requests for information to be disclosed

If you are dissatisfied with decisions made with regard to a request for disclosure of, or amendment to, personal information, you may lodge a complaint with the "Committee for the Handling of Complaints regarding Personal Information.”

Questions related to academic grades are handled in a way that falls outside the intended purpose.

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1. Purposes
With the advances made in our advanced information communication society, the need to give greater focus to the protection of personal information and the need to pay ever greater attention to information management become ever more urgent. In consideration of this, the University shall firmly implement measures to protect personal information, and shall make appropriate revisions to the handling of personal information in accordance with the University’s information management requirements and the need to ensure the appropriate handling of personal information in order to prevent any misuse of the information.

2. Basic Principles
The University shall ensure the protection of personal information with great care and propriety in accordance with the principles stated below and shall ensure that personal information is properly handled. The University shall effectuate the appropriate implementation of these principles, which shall be implemented in accordance with the Nanzan School Corporation and the University’s policies and regulations, and be properly handled.

2.1. Personal Information for the Purposes of This Guidelines
In these guidelines, “personal information” shall refer to information relating to individuals who have at some time been associated with the University. In these guidelines, “individuals” shall refer to all those whose personal information is handled by the University.

3. Definitions
(1) Individuals
In these guidelines, “individuals” shall refer to all those who have at some time been associated with the University.
(2) Personal information
Personal information includes any information relating to the personal information that becomes known by the University at any time, be it in the form of a document, table, photograph, electronic data, or any other information.
(3) Personal Information Management Office
The type of personal information held by the University is based on the duties by which individuals can be identified. What form that personal information takes is irrelevant, be it in the form of a document, table, photograph, electronic data, or any other information.

4. Personal Information Management Duties
Personal information management duties are to be exercised in order to ensure that personal information is obtained, managed, and handled in respect of an appropriate manner and in accordance with the purposes for which personal information is handled.

4.1. Personal Information Management Office
The University shall establish a Personal Information Protection Committee or the Personal Information Protection Committee (hereafter: Committee), who must then report at the earliest opportunity to the President and the Chair of the Personal Information Protection Committee (hereafter: Chair of the Committee) by way of the management of the Committee, stating the facts of the matter, the nature of the matter, and the specific actions necessary to address the matter.

5. The Treatment of Personal Information
(1) Purpose for the Use of Personal Information
The purpose for the use of personal information must be clearly stated, and its treatment must be within such bounds as to ensure that personal information is handled in an appropriate manner.
(2) Duties concerning handling of information
The University shall ensure that the University’s management officers and records officers are bound by the principles stated below and shall ensure that personal information is protected from unauthorized access or disclosure.

5.1. Personal Information Protection Committee
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6. Individual Rights for Access to, Amendment of, or Removal of Personal Information
(1) Access requests
When individuals request access to personal informationrecord pertaining to themselves, the University shall grant such access in a timely manner. Even if an individual is legally a minor, the University shall, in principle, grant access to the personal information, but may refuse access when granting access to the personal information is not in recognition of the need to ensure the appropriate handling of personal information or to protect the personal information from violation. However, special circumstances shall be determined according to the Nanzan School Corporation and the University’s policies and regulations.

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10. Establishment of an Office Responsible for the Protection of Personal Information
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12. Amendments to these Guidelines
Any amendments to these Guidelines shall be undertaken by the Committee. Any amendments shall be undertaken by the Committee, and these Guidelines shall come into force as of April 1, 2015.
With the advances made in our advanced information communications society, the need is now greater than ever for us to take further initiatives to protect personal information.

Committee for the Protection of Personal Information

Nanzan University Guidelines on the Protection of Personal Information

2. Basic Principles

The University shall regard personal information with great care and propriety in accordance with the principles stated below and shall ensure the proper handling of personal information.

The University shall ensure the implementation of appropriate measures to protect personal information and shall not disclose personal information to third parties.

The purpose for which personal information is to be used shall be clearly stated at the time of collecting such information.

In these guidelines, “personal information” shall refer to information that identifies an individual, including names, addresses, telephone numbers, employment records, academic records, health records, or any other information that can be used to identify an individual.

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