

## **Privacy Policy (measures to protect personal information)**

Advances in today's sophisticated information-communication society mean that we need to pay even greater care to ensure that personal information is handled appropriately. At Nanzan University, with our motto of *Hominis Dignitati* (for human dignity), from the viewpoint of the protection of privacy and basic human rights, based upon the "Nanzan University Guidelines for the Protection of Personal Information" (measures to protect personal information) we have established the following privacy policy.

### **Scope of Application**

This Privacy Policy applies to the University's webpages (<http://www.nanzan.ac.jp/>).

### **Purpose of Use of Personal Information**

In addition to allowing us to respond to inquiries, to send materials requested, and to distribute email newsletters, we use personal information for statistical purposes in a manner in which the identity of the individual is not disclosed.

### **Personal Information Management System**

Personal information gathered through the University website is managed appropriately. Not only do we prevent it being released beyond the University, but we also apply an appropriate and reasonable level of security to protect users' personal information from the risk of loss, destruction, alteration or improper access from outside the campus.

#### **(1) Personal information management officers and records officers**

In order to ensure that personal information is obtained, used, managed, and disposed of in an appropriate manner at the University, a personal information management officer (hereafter: management officer) and a personal information records officer (hereafter: records officer) are to be designated for each administrative office involved in the handling of personal information. The records officer shall be responsible for the creation of a guide to the handling of personal information, setting forth the treatment of personal information pertaining to those administrative duties where jurisdiction applies and ensuring their implementation in accordance with said guide. The management officer shall have the responsibility of overseeing the records officer.

#### **(2) Duties concerning handling of information and protection of secrecy**

Employees of the University, and those of equivalent function, shall carry out their duties in a proper manner in respect of handling personal information and are duty-bound to protect the secrecy of personal information. This shall also apply even after the vacation of any post or position related to such duties.

#### **(3) Commissioning of external bodies or agencies**

In the event that external bodies or agencies are commissioned to carry out work involving personal information, such external bodies or agencies are to be chosen on the basis that they shall take adequate measures in terms of security management, and conditions governing the protection of personal information must be written into any contract without fail. Those carrying out commissioned duties are bound by the same

obligations as employees of the University.

**Restrictions on the Provision of Personal Information to Third Parties**

As a general rule, without permission from the person in question, Nanzan University neither discloses nor provides personal information received from users to third parties (other than in the case of those requiring it in order to carry out business collaboration or commissioned duties.)