

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 set forth the 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. These Rules aim to contribute to the protection of the rights, 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 that can identify a specific individual by name, date of birth, or other descriptions contained in such information (including information that, when referenced with other information, enables 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 organized systematically as specified by a Cabinet Order to allow 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 to, delete, suspend the use of, erase, or suspend provision to a third party, excluding data specified by a Cabinet Order as likely to harm public or other interests if its existence or nonexistence is disclosed, and data scheduled to be erased within a period of no longer than one year as 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 relevant laws and regulations, and shall not divulge Personal Information obtained in the course of their official duties or use such information for improper purposes. The same shall apply after the person ceases the office or employment.

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. Supervisory Manager, served by the Executive Director, shall have overall responsibility and authority for Personal Information protection operations.
3. Operational Managers, served by directors and associate directors, 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 specify the purpose of use of such information as precisely as possible and to the extent necessary for the performance of JUAA's business.
2. JUAA shall not the purpose of use beyond the scope reasonably deemed to have a reasonable relevance to the original purpose of use. In that case, the determination of whether the changed purpose is reasonably related to the original purpose shall be made by the Supervisory Manager.

Article 6 Restrictions on Collection

1. Personal Information shall be acquired through proper and fair means.
2. Personal Information shall be obtained directly from the person concerned, except in the following cases:
 - (1) the person concerned has given consent;
 - (2) it is required by laws and regulations;
 - (3) the information has been made public through publications, media reports, or other means;
 - (4) it is urgently necessary for the protection of the life, body, or property of an individual; or
 - (5) there are reasonable grounds 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 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) the purpose of use is deemed to be clear from the circumstances of the acquisition.

Article 8 Restrictions on Use and Provision of Personal Information

Personal Information collected shall not be used or provided for any purposes other than the stipulated purposes; provided, however, that this restriction shall 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 shall be kept accurate, secure and up-to-date at all times within the scope of the stipulated purposes.
2. Necessary measures shall 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 shall 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 shall be included in the contract or related documentation pertaining to the delegation; provided, however, that this shall 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 shall be reported to JUAA in writing.
 - (3) The terms of the delegation contract.
 - (4) After the purpose of use is achieved, the Personal Data shall be appropriately and securely returned, disposed of or deleted by the delegatee.
 - (5) The delegatee shall be prohibited or restricted from processing, altering, or engaging in other similar acts concerning Personal Data, excluding those actions that falls within the scope of

the delegation contract.

- (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 of the delegate 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 under 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 their 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 execution of JUAA's operations; or
 - (3) the disclosure would violate other laws and regulations.
2. If JUAA decides not to disclose the Personal Information under the preceding paragraph, it shall promptly notify the person to whom Personal Information pertains and provide an explanation.

Article 13 Request for Correction, Addition or Deletion of Information

1. If the person to whom Personal Information pertains requests a correction, addition or deletion of Retained Personal Data on the grounds that it is inaccurate, JUAA shall determine the appropriate 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 implemented such measures, or has decided not to take any measures as under the preceding paragraph, it shall promptly notify the person to whom Personal Information pertains of that decision.

Article 14 Request for Suspension of Use or Erasure of Information

1. If the person to whom Personal Information pertains requests the suspension of use or erasure of Retained Personal Data on the grounds that the data has been used for purposes 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 suspension 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 suspended the use of, erased, or suspended the provision to a third party of the Retained Personal Data or has decided not to take such measures under 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, at the request of the person to whom Personal Information pertains, notify the purpose of use, disclose, correct, add to, delete, suspend the use of, erase, or suspend provision to a third party of Retained Personal Data, or takes measures different from those requested, JUAA shall explain the reasons to that person.

Article 16 Handling of Complaints

JUAA shall endeavor to appropriately and promptly handle complaints regarding 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 shall be promptly reported to the Supervisory Manager, and the details of the leakage shall be notified to the person to whom Personal Information pertains.

Article 18 Revisions and Abolition

Any revisions to and abolition of these Regulations shall be made 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.