

Basic Policy on the Handling of Personal Information at Nagoya Institute of Technology

Enacted March 23, 2022

National University Corporation Nagoya Institute of Technology (hereinafter, the "University") recognizes the importance of the protection of personal information, complies with the Act on the Protection of Personal Information (Act No. 57 of 2003; hereinafter, "the Act") and other relevant statutes, and works to protect the rights and interests of individuals and to ensure the appropriate handling of the personal information of students, staff, alumni, examinees, and other University-related persons in accordance with the following policy.

1 Handling of Personal Information

- (1) The University handles personal information only as necessary to carry out its education and research activities, and only within the scope of usage purposes specified in advance.
- (2) The University does not handle personal information beyond the scope of the specified usage purpose without the prior consent of the individual, except in cases where such handling is required by law.

2 Acquisition of Personal Information

When acquiring personal information, the University acquires it by appropriate and legitimate means, and clearly indicates, notifies, or publicly announces to the individual concerned the purpose for which the information is to be used.

3 Provision of Personal Information to Third Parties

The University does not provide personal information to third parties without the prior consent of the individual, except in cases where such provision is required by law.

4 Safety Management Measures for Personal Information

- (1) The University establishes a set of internal rules for the management of personal information, appoints a person in charge of that management, and builds an organizational safety management system.

(2) In order to prevent leakage or loss of personal information or damage to it and in order to properly manage personal information, the University takes necessary measures to strengthen information security and to improve physical safety.

5 Outsourcing Operations that Handle Personal Information

When the University outsources all or part of its operations that handle personal information, the University conducts the necessary and appropriate supervision of the contractor (including its subcontractors) in order to ensure that the contractor takes safety management measures equivalent to those taken by the University in order to prevent leakage or loss of personal information or damage to it.

6 Response to Requests for Disclosure, Correction and Termination of Use

The University will promptly respond to requests for disclosure, correction and termination of use in accordance with the Act.

7 Establishment of a Contact Point

The University has established a contact point (under the General Affairs Division, Legal Affairs Section) to receive requests for disclosure of personal information questions about personal information, and so on.