

## Chuo University Privacy Policy

Chuo University hereby establishes the Chuo University Privacy Policy to recognize its mission as an educational and research institution, and to properly and securely handle the personal information of students, graduates, faculty and staff members, and other persons associated with the university.

1. Compliance with laws and public guidelines  
With regard to the handling of personal information, Chuo University will comply with the Act on the Protection of Personal Information and the Guidelines on the Protection of Personal Information established by the relevant ministries and agencies. With regard to the personal number (“My Number”) and specific personal information of individuals, Chuo University will comply with the Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures and the Guidelines for the Proper Handling of Specific Personal Information (for Business Operators).
2. Improving regulations and management systems  
Chuo University has established the Chuo University Personal Information Protection Regulations and the Chuo University Specific Personal Information Protection Regulations based on laws, regulations and guidelines, and strives to handle its personal information management system with utmost care and rigor.
3. Collection of personal information and restrictions on use  
When collecting personal information, Chuo University will specify the purpose of the use of personal information and collect information by fair means to the extent necessary to accomplish the purpose of use. Based on laws, regulations and guidelines, Chuo University will not collect personal information on ideas, beliefs, religion, or any other identifying aspects that may be a target of social discrimination unless otherwise specified.

Chuo University will not use the personal information of an individual in its possession for any purpose besides that which is specified without the prior consent of the individual, and will not provide third parties with such information. Furthermore, Chuo University will in no circumstance provide third parties with the specific personal information of an individual for any purpose besides those specified, regardless of the individual’s consent. However, this restriction does not apply in the case of an urgent necessity in order to protect the life, body or property of one or more individuals.

4. Management of personal information  
Chuo University will ensure the safety of its information management system for personal information, keep the personal information of individuals accurate and up to date to the extent necessary to accomplish the purpose of use, and prevent leakage, loss or damage of information.

To ensure the smooth and proper protection of personal information, and to clarify its responsibilities with regard to protecting personal information, Chuo University will appoint a personal information administrator at each of its institutions and provide necessary and appropriate educational training to authorized staff charged with the handling of personal information.

When outsourcing the handling of personal information to outside contractors, Chuo University will ensure the necessary and appropriate supervision for the safe management of personal information, and will clearly indicate in the outsourcing agreement measures for the safe management of personal information to be taken by the outside contractors.

5. Requests for the disclosure, correction (including addition and deletion), and discontinuation of the use of personal information

Chuo University will receive requests from individuals for the disclosure, correction (including the addition and deletion of information) and the discontinuation of the use of that individual's personal information through the personal information administrator at each institution (in the case of personal numbers and specific personal information, at the My Number administrative office).