－Note－
The official version of these Regulations is the Japanese text. The Japanese-language version alone has binding power, while this English translation has none. The English translation is provided only for reference.
－注意－
関西大学個人情報保護規程の正文は、日本語です。日本語版のみが規程としての効力を有し、英訳されたものは効力を有しません。英訳は、参考のためにのみ提供されています。
2022.4.1

○Kansai University Personal Information Protection Regulations

Established on January 27, 2005

(Purpose)

Article 1　Given the growth of our advanced information and communication society leading to a significant increase in the use of Personal Information, these Regulations are aimed at prescribing the obligations to be observed in the handling of Personal Information at the School Corporation Kansai University, including schools established by the Corporation (hereinafter, "this University"), and thereby contributing to the appropriate protection of Personal Information.

(Definition)

Article 2　In these Regulations, the meanings of the terms listed in the following items shall be as specified in the said items.

(1)　Personal Information

Information about a living individual that constitutes any of the following items:

(a) Information that can identify a specific individual by name, date of birth or other descriptions, etc., contained in the said information (any matters (excluding an Individual Identification Code) stated, recorded or otherwise expressed by voice, movement or other method in a document, drawing or electromagnetic record (a record kept in an electromagnetic form (an electronic, magnetic or other form not recognizable by human perception; the same shall apply in Item (2)-(b) of this Article)); the same shall apply hereinafter) (including pieces of information that can be readily collated with other information and thereby identify a specific individual).

(b) Information containing an Individual Identification Code.

(2) Individual Identification Code

Letters, numbers, symbols or any other codes specified by a cabinet order that fall under any of the following items:

(a) Letters, numbers, symbols or any other codes into which the bodily features of a specific individual have been converted in order to be provided for use in a computer and that can identify the said specific individual.

(b) Letters, numbers, symbols or any other codes that are assigned in regard to the use of services provided to an individual or in regard to the purchase of goods sold to an individual, or that are stated or electromagnetically recorded in a card or other documents issued to an individual so as to be able to identify a specific user, purchaser or recipient of issuance by being assigned, stated or recorded differently for each of the said users, purchasers or recipients of issuance.

(3) Personal Information Requiring Special Care

Personal Information comprising a subject's race, creed, social status, medical history, criminal record, fact of having suffered damage due to a crime, or other descriptions prescribed by a cabinet order as information whose handling requires special care so as not to cause unfair discrimination, prejudice or other disadvantages to the subject.

(4) Computer Processing

Input, accumulation, editing, processing, correction, updating, searching, deletion, output or any processing similar to these operations related to any Personal Information that are performed using a computer, with the exception of processing performed exclusively for the creation, recording, transmission, etc., of documents and drawings.

(5) Staff

Officers of this University (members of the Board of Directors and auditors), educational and administrative staff stipulated in the staff appointment rules and temporary workers under the command and supervision of this University.

(6) Documentary Records

A document, drawing, film or data containing Personal Information that has been

prepared or obtained by Staff of this University in the course of their duties.

(Scope of Application)

Article 3 These Regulations shall apply to Staff of this University.

2. Even in the case where an operation handling Personal Information is entrusted to an external organization, proper protection of Personal Information shall be sought in accordance with the purpose of these Regulations.

(Personal Information Protection Manager)

Article 4 The Personal Information Protection Manager (hereinafter, "the Manager") shall be appointed to properly implement the collection, utilization, provision, disclosure, correction, etc., of Personal Information.

2. The head of a department, etc., handling Personal Information shall be appointed as the Manager.

3. The Manager may refer to the Personal Information Protection Committee if necessary.

(Security Officer)

Article 5 The Security Officer (hereinafter, "the Officer") shall be appointed to ensure thorough security control of Personal Information.

2. The Officer shall take necessary measures for the prevention of leakage, loss or damage of Personal Information, or for other security control.

3. A manager shall be appointed as the Officer.

(Personal Information Protection Committee)

Article 6 The Personal Information Protection Committee (hereinafter, "the Committee") shall be set up to properly protect Personal Information.

2. The Committee shall discuss the following matters:

(1) Matters related to school-wide measures for the protection of Personal Information

(2) Matters referred to by the Manager with regard to the collection, utilization, provision, disclosure, correction, etc., of Personal Information

(3) Other important matters regarding the protection of Personal Information.

3. The Committee shall consist of the following members:

(1) Full-time officers appointed by the Board of Directors

(2) One of the Vice Presidents

(3) High school principals

(4) Junior high school principals

(5) Elementary school principal

(6) Kindergarten principal

(7) Director of the Center for Student Affairs

(8) General Director, Corporate Affairs

(9) Director of the General Affairs Bureau

(10) Director of the Personnel Bureau

(11) Director of the Bureau of the President

(12) Director of the Academic Affairs Bureau

(13) Director of the Student Services Bureau

(14) Director of the Research Information Bureau

4. The chairperson of the Committee shall be selected at the Committee from among the full-time officers prescribed in Item (1) of the preceding paragraph.

5. The Committee may request the attendance of persons other than the committee members and ask for their opinions as appropriate.

6. The Committee shall provide Staff with education, an awareness-raising program and other necessary measures for the management of Personal Information.

7. The Legal Affairs Division shall perform the administrative work of the Committee.

(Collection of Personal Information)

Article 7 Personal Information must be collected within the scope required to achieve the predetermined purpose, and its purpose of use must be specified in concrete terms.

2. Where the purpose of use is changed, the change shall be made within a scope in which it is reasonably believed that the change is relevant to the purpose of change, and the changed purpose of use shall be notified to the subject or made available to the public.

3. Personal Information must be collected in a legitimate and fair manner. In the case

where Personal Information is provided by a third party in accordance with the provisions in the items of the next paragraph, the provider must be selected after confirming that the provider complies with laws and regulations and properly manages Personal Information.

4. Personal Information must be collected with the consent of the subject, provided that this shall not apply in any of the following cases:
   (1) The information necessary to carry out business based on laws and regulations is collected from an organization holding such Personal Information, or such information is utilized.
   (2) The information is collected from a third party based on the consent of the subject.
   (3) It is necessary to immediately collect the information for the protection of the life, body, or property of an individual when it is difficult to obtain the consent of the subject.
   (4) The information is collected from publicly available information such as publications or media reports.
   (5) It is necessary to cooperate with a public organization in executing affairs prescribed by laws and regulations, and obtaining the consent of the subject is likely to impede the execution of such affairs.
   (6) The said personal information requiring special care is made public by the subject, a government organization, a local government, a person set forth in any of the items of Paragraph (1) of Article 76 of the Act on the Protection of Personal Information (Act No. 57 of May 30, 2003) (hereinafter, "the Personal Information Protection Act"), or other persons prescribed by the Enforcement Rules for the Act on the Protection of Personal Information (Rules of the Personal Information Protection Commission No. 3 of October 5, 2016).
   (7) Other cases prescribed by a cabinet order as equivalent to those cases set forth in each of the preceding items.
5. Where Personal Information is collected according to the proviso set forth in the preceding paragraph, records of the date of collection, the name or appellation of the provider, how the data is acquired, etc., shall be created and stored.
6. Information on the thoughts, beliefs or creed of an individual shall not be collected.

(Responsibilities of Staff)

Article 8 Personal Information shall always be handled accurately and safely within the scope of the predetermined purposes, and shall be kept up to date.

2. Efforts shall be made to prevent any unauthorized access to, or loss, destruction, falsification or leakage of, Personal Information.

3. Where Personal Information is no longer needed, the information shall be returned, deleted or discarded promptly and securely.

4. Information obtained in the course of duty shall not be disclosed to another person without good reason or utilized for an unjust purpose. The same shall apply after the Staff's retirement or resignation.

(Records of Operations Handling Personal Information)

Article 9 When handling Documentary Records, the Officer must create and manage the records of such operations by including the following matters:

(1) Name of the organization that performs the operations

(2) Purpose of use of Personal Information

(3) Categories of Personal Information that is recorded

(4) From where and how Personal Information is collected

(5) Whether the information is mechanically processed, such as by a computer, and the method of storage

(6) The period for which Personal Information is handled

(7) The date on which Personal Information is returned, deleted or discarded

(8) Other matters required in operations involving the handling of Personal Information

(Use and Provision of Personal Information)

Article 10 The collected Personal Information shall not be used for purposes other than the predetermined purpose or provided to a third party without the consent of the subject, provided that this shall not apply in any of the following cases:

(1) The information is used or provided in accordance with laws and regulations.

(2) It is necessary to immediately use or provide the information for the protection of the life, body or property of an individual when it is difficult to obtain the consent of the subject.

(3) It is necessary to cooperate with a public organization in executing affairs prescribed by laws and regulations, and obtaining the consent of the subject is likely to impede the execution of such affairs.

2. Where Personal Information is provided to a person other than the subject according to the proviso set forth in the preceding paragraph, records of the date of provision and the name or appellation of the recipient shall be created and stored. Measures such as the return or discarding of Personal Information shall be taken when the purpose of provision is achieved.

3. A person receiving the provision of the said Personal Information shall not fall under the designation of a third party with regard to the provision of Personal Information specified in any of the preceding paragraphs under any of the following cases:

(1) Personal Information is provided when a business operator handling Personal Information entrusts the whole or part of the handling of the Personal Information within the scope necessary to achieve the purpose of use.

(2) Personal Information is provided upon business succession due to a merger or other reasons.

(3) Personal Information to be shared by a specific person is provided to the said specific person, and the subject has been informed in advance or has been placed in a state where the subject can easily become aware to that effect as well as aware of the categories of the shared Personal Information, the scope of the sharer, the utilization purpose of the sharer, and the name or appellation of the person responsible for managing the said Personal Information.

(Entrustment of Handling)

Article 11 Where this University entrusts the whole or part of operations handling Personal Information to a party outside this University, obligations that the trustee shall observe regarding the protection of Personal Information and responsibilities in the event of violation shall be specified in the said contract, and necessary and

appropriate supervision shall be exercised so as to seek the proper maintenance and control of the Personal Information.

2. When selecting a trustee, it shall be confirmed that the trustee provides at least equivalent or higher standards of security control measures than those required in Article 20 of the Personal Information Protection Act. In that case, the confirmation shall be conducted by checking the system and regulations established by the trustee as well as by visiting the place where the Personal Information is handled or taking an alternative reasonable method as appropriate, and after that, the Officer shall make an adequate evaluation.

3. In the entrustment contract, the details of measures that the trustee shall take for the security control of the entrusted Personal Information shall be clarified, and efforts shall be made to prescribe the necessary provisions with consideration for the following items:

   (1) Matters related to the handling of Personal Information by the trustee

   (2) Matters related to confidentiality protection by the trustee

   (3) Matters related to re-entrustment of the entrusted Personal Information

   (4) Matters related to the return, discarding or deletion of Personal Information by the trustee on completion of the contract

   (5) Measures to be taken in the event of non-compliance with the contract

   (6) Matters related to the term of the entrustment contract, etc.

4. To understand the state of the handling of Personal Information by the trustee, efforts shall be made to make an adequate evaluation after conducting an audit, etc., as appropriate to investigate whether the provisions specified in the entrustment contract have been implemented.

5. Where the trustee carries out re-entrustment, as in the case of entrustment, this University shall endeavor to fully confirm, such as by asking the trustee for a prior report or prior approval of the party to be re-entrusted, the content of the re-entrusted operation and how Personal Information is handled by the re-trustee, or by conducting an audit, etc., of the re-trustee as appropriate directly or through the trustee, that the trustee appropriately exercises supervision over the re-trustee which is equivalent to that over the trustee prescribed in this Article, and that the re-trustee takes the

security control measures specified in Article 20 of the Personal Information Protection Act. The same shall apply if the re-trustee entrusts the operation to another party.

(Disclosure of Personal Information)

Article 12 Staff as well as students and pupils (hereinafter, "Students, etc.") may file a request for disclosure of their own Personal Information with the Manager of an organization holding such Documentary Records, provided that the whole or part of the said Personal Information may not be disclosed in any of the following cases:

(1) The Personal Information whose disclosure is requested contains information on a third party, and it is difficult to disclose only the said information.

(2) The Personal Information whose disclosure is requested relates to the instruction, diagnosis, evaluation or selection, etc., of an individual. However, this shall not apply when the disclosure to the requester is needed for the said instruction, diagnosis, evaluation or selection, etc., or a certificate designated by this University is issued.

(3) The disclosure is likely to impede the proper execution of operations.

(4) Other cases for which the Committee determines that the disclosure is not appropriate.

(Method of Disclosure Application)

Article 13 When a request for the disclosure of Personal Information is filed, a document proving that the requester is the subject of the Personal Information requested shall be provided, and a request form stating the following items shall be submitted to the Manager of the organization holding the said Personal Information.

(1) The affiliation, name and address of the requester

(2) The category of Personal Information whose disclosure is requested

(3) The purpose of the disclosure request

(4) Other matters the Manager requires for administrative purposes

(Method of Disclosure)

Article 14 Documentary Records shall be disclosed by making them available for

inspection or providing a copy of the said documents.

2. Personal Information recorded in an information file used for Computer Processing shall be disclosed by providing a copy of a document that is output using a currently used program.

3. Where it is difficult to make the document available for inspection or provide a copy as set forth in the preceding two paragraphs, another appropriate method shall be used.

(Request for Correction of Own Information)

Article 15 Where an individual finds that his/her own Personal Information is inaccurate, such individual may file a request for correction with the Manager of the organization holding the said Personal Information.

2. When a request is filed in accordance with the preceding paragraph, a document proving that the requester is the subject of the Personal Information whose correction is requested shall be provided, and a correction-request form stating the following items shall be submitted.

(1) The affiliation, name and address of the requester

(2) The category of Personal Information whose correction is requested

(3) The location and description of the correction requested

(4) Other matters the Manager requires for administrative purposes

(Filing of Complaint)

Article 16 Where Staff and Students, etc., have any complaint about the handling of their own Personal Information by this University, they may file a complaint with the Committee.

2. When a complaint is filed in accordance with the preceding paragraph, a document proving that the filing person is the subject of the Personal Information for which the complaint is filed, and a complaint filing form stating the following items, shall be submitted.

(1) The affiliation, name and address of the filing person

(2) A description of and the reason for the complaint filed, and a description of the

correction requested

(3) Other matters the Committee requires for administrative purposes

3. In the case of receiving a complaint in accordance with Paragraph 1, the Committee must promptly deliberate it and notify the filing person of the decisions.

(Audit)

Article 17 The Independent Audit Bureau shall inspect the state of the handling of Personal Information at this University as appropriate to audit if Personal Information is handled in a legitimate and appropriate manner.

(Actions in the Event of Discovery of Violation or Possible Violation of Laws)

Article 18 If the violation or possible violation of laws is discovered with respect to Personal Information handled by this University, the School shall take the following measures as needed:

(1) Factual investigation and identification of the cause

(2) Identification of the extent of the impact

(3) Review and implementation of measures to prevent recurrence

(4) Notification to the subject(s) who may be affected

(5) Announcement of facts and measures to prevent recurrence, etc.

(6) Report to the competent minister, etc.

(Data Protection Officer)

Article 19 The chairperson of the Committee stipulated in paragraph 4 of Article 6 shall be the Data Protection Officer designated in Article 37 of the EU General Data Protection Regulation.

2. The Data Protection Officer must take necessary and appropriate measures for data protection under the EU General Data Protection Regulation.

(Auxiliary Provision)

Article 20 Matters not prescribed in these Regulations, if otherwise stipulated by the Personal Information Protection Act or other relevant laws and regulations, shall be

regulated by such stipulations.

Supplementary Provision

These Regulations shall come into effect from April 1, 2005.

Supplementary Provision

These Regulations (Revision) shall come into effect from April 1, 2005.

Supplementary Provision

These Regulations (Revision) shall come into effect from April 1, 2006.

Supplementary Provision

These Regulations (Revision) shall come into effect from October 12, 2006 and shall be applied from August 1, 2006.

Supplementary Provision

These Regulations (Revision) shall come into effect from April 1, 2007.

Supplementary Provision

These Regulations (Revision) shall come into effect from April 1, 2008.

Supplementary Provision

These Regulations (Revision) shall come into effect from April 1, 2008.

Supplementary Provision

These Regulations (Revision) shall come into effect from September 27, 2008.

Supplementary Provision

These Regulations (Revision) shall come into effect from October 1, 2008.

Supplementary Provision

These Regulations (Revision) shall come into effect from December 18, 2008 and shall be applied from October 1, 2008.

Supplementary Provision

These Regulations (Revision) shall come into effect from April 1, 2009.

Supplementary Provision

These Regulations (Revision) shall come into effect from November 26, 2009 and shall be applied from October 1, 2009.

Supplementary Provision

These Regulations (Revision) shall come into effect from April 1, 2010.

Supplementary Provision

These Regulations (Revision) shall come into effect from November 22, 2012 and shall be applied from October 1, 2012.

Supplementary Provision

These Regulations (Revision) shall come into effect from January 21, 2016.

Supplementary Provision

These Regulations (Revision) shall come into effect from May 30, 2017.

Supplementary Provision

These Regulations (Revision) shall come into effect from April 1, 2019.

Supplementary Provision

These Regulations (Revision) shall come into effect from October 1, 2019.

Supplementary Provision

These Regulations (Revision) shall come into effect from April 1, 2021.

Supplementary Provision

These Regulations (Revision) shall come into effect from April 1, 2022.

Supplementary Provision

These Regulations (Revision) shall come into effect from April 1, 2022.