

Handling of Personal Information at the National University Corporation, Iwate University

Approved by the President and Vice President Meeting on September 20, 2022

The National University Corporation, Iwate University (hereafter the “University”) will comply with all laws and regulations relating to the protection of personal information, and will handle personal information as follows in accordance with the “Iwate University Personal Information Protection Regulations” and “Iwate University Personal Information Management Regulations” and other relevant regulations of Iwate University.

1. Obtaining personal information

The University obtains personal information through proper and fair means. The University will not obtain any personal information requiring special consideration without the consent of the individual concerned.

2. Purposes of using personal information

Personal information obtained by the University will be used for education and research at the university and its affiliated schools, support and guidance for students (including students and children), administrative operations at the university, and other services required for these operations. Purposes for obtaining information are detailed in Appendix 1. The University will clearly state in writing the purpose for which the information will be used when it is obtained.

3. Provision of personal data to third parties

The University will not provide personal data to third parties without the prior consent of the individual. However, in cases falling under exceptions stipulated in the Act on the Protection of Personal Information (Act No. 57 of 2003) (including each item of Paragraph 1 of Article 27 and Paragraph 1 of Article 57), personal data may be provided without the consent of the individual.

4. Outsourcing

The University may outsource all or part of the services related to the sending of various types of mailings, data entry, etc. In that case, we will clearly state the confidentiality of personal information and prohibition of use for other purposes in the contract, and take necessary measures such as confirming in writing how the service will be operated by the subcontractor.

5. Shared use of personal information

The University will share personal information with other organizations within the scope and for the purposes shown in Appendix 2.

6. Management of personal information

The University will establish a system and rules for personal information management under Iwate University regulations, and take necessary and appropriate measures to prevent the leakage, loss, or damage of any personal information it handles and to otherwise safely manage personal information.

7. Use of Google Analytics services

The University uses Google Analytics, a service provided by Google, Inc. to statistically monitor the usage of the website managed by the University (hereinafter the “University’s website”) and to use it as a reference for the operation of the University and for site improvement. The information collected, recorded and analyzed by Google Analytics (such as the URL of the accessed page and the user’s IP address) does not contain any personally identifiable information, and that information is governed based on Google’s privacy policy.

Visitors to the University's website can also stop the collection of information by Google Analytics by disabling Google Analytics in their browser settings. The Terms of Service and Privacy Policy of Google Analytics can be found at the following URL:

Google Analytics Terms of Service

<http://www.google.com/analytics/terms/jp.html>

Google Privacy Policy

<http://www.google.com/intl/ja/policies/privacy/>

8. Disclosure, correction and suspension of use of personal information held by the University

In accordance with the provisions of the Act on the Protection of Personal Information, you may request the disclosure of personal information about yourself held by the University. Please contact the following office for requests for disclosure, etc. of the personal information held by the University.

<Contact for inquiries regarding personal information>

Administrative Affairs Group in the General Administration and Public Relations Division, Corporate Administration Department, Iwate University

3-18-8 Ueda, Morioka, Iwate 020-8550

Tel: 019-621-6008

E-MAIL: sbunsho@iwate-u.ac.jp

Appendix 1 (2. Purposes of using personal information)

Category	Purposes
Student education	<ol style="list-style-type: none"> 1. Admission (selection of applicants, announcement of successful applicants, admission procedure, education for prospective students) 2. Student registration (creation and issuance of student ID cards, management of student registration including a directory, and various procedures for leaves of absence, reinstatement, withdrawal, etc.) 3. Class-related (course counseling, course registration and notification, class placement, administration of classes/practical training/examinations, confirmation of learning outcomes, course assignments, laboratory assignments, graduation decisions, degrees conferment, etc.) 4. Grade management (preparation of grade records, grade reports and transcripts, and notifications to students, parents/guardians, etc.) 5. Issuance of various certificates 6. Use of campus facilities (Health Care Center, Super-Computing and Information Sciences Center, etc.) and management of information on access to campus buildings 7. Use of the library and various library services 8. Practical training/internships (teaching practice, nursing care practice, museum training, internships, etc. including providing information to the host of a practical training session or internship.) 9. Application for a teacher's license and various certifications 10. Providing notices and inquiries from university faculties and departments by posting on campus bulletin boards 11. Keeping enrollment records and grades on file after graduation, and preparation and issuance of various certificates, etc. based on them 12. Courses for renewing teacher licenses (creation of certificates of course attendance) 13. Services related to credit transfer with other universities and graduate schools (both within and outside of Japan) 14. Sending and hosting students through short-term or long-term study abroad programs, etc.
Student support	<ol style="list-style-type: none"> 1. Student support (counseling, orientation, extracurricular education programs, lost and found, etc.) and contact with parents/guardians regarding this 2. Services related to financial support (entrance fee waivers, deferring entrance fee collection, tuition reduction/exemption, scholarships, etc.) 3. Support for extracurricular activities of student groups and individuals (club and circle activities, etc.) 4. Services related to student welfare (signing up for, creating certificate of, or claiming Personal Accident Insurance for Students (Gakkeisai) and Liability Insurance for students (Gakkebai) for Iwate University Co-op, and providing a student directory for the cafeteria, stores, and various agent services for housing, travel, etc.) 5. Management of student insurance enrollment and transfers, and providing information to the Japan Educational Exchanges and Services 6. Services related to the management of student dormitories 7. Services related to support for higher education and career development 8. Assessing graduate career paths
Research	<ol style="list-style-type: none"> 1. Services related to research risk management (education on research ethics, management of animal experiments, safety management of genetically modified organisms, safety management of pathogens, medical research involving human subjects, and export control)

	<ol style="list-style-type: none"> 2. Services related to hosting researchers (visiting researchers, private university trainees, contract researchers) 3. Services related to the application, implementation, and reporting of specific projects (information on researchers/collaborators for Grant-in-Aid for Scientific Research, information on those in charge of the implementation of institution-supported projects and their collaborators) 4. Account management for electronic application systems (e-Rad and Grants-in-Aid for Scientific Research e-application system)
Public lectures	<ol style="list-style-type: none"> 1. Public lectures, recurrent education 2. Outreach activities for education and research including seminars
Information and Communication	<ol style="list-style-type: none"> 1. Providing various information services such as i-Assistant and i-Folio 2. User authentication for using the campus educational network 3. Authentication and provision of various services for faculty and staff for using the university's information infrastructure
Affiliated school/kindergarten	<ol style="list-style-type: none"> 1. Providing education and guidance to children in the affiliated kindergarten and contacting parents/guardians for related purposes 2. Providing education and guidance to children in the affiliated elementary school and contact their parents/guardians for related purposes 3. Providing information related to applying for financial aid at the affiliated elementary school 4. Providing education and guidance to students at the affiliated junior high school and contact their parents/guardians for related purposes 5. Providing information related to applying for financial aid at the affiliated junior high school 6. Providing education and guidance for children and students at the affiliated special-needs school and contacting their parents/guardians for related purposes 7. Services related to special support education incentives, etc. 8. Services related to high school financial support 9. Services for the collection and management of school fees at the affiliated school and kindergarten 10. Providing information related to applying for the Injury and Accident Mutual Aid Benefit System by Japan Sport Council at the affiliated school and kindergarten
Faculty of Agriculture Veterinary Teaching Hospital	<ol style="list-style-type: none"> 1. Services related to medical treatment at veterinary hospitals (management of medical treatment status, management of consultation fees, communication with owners, etc.)
Faculty of Humanities and Social Sciences Counseling Center	<ol style="list-style-type: none"> 1. Services related to consultations at the Counseling Center
Finance and Facilities Management	<ol style="list-style-type: none"> 1. Services for the collection and management of tuition and fees 2. Procedures required for accounting processing (content confirmation and verification with vouchers) 3. Registration of bank accounts for the payment of salaries, honorarium, etc. 4. Donations and funds (management of donation records, sending thank-you letters) 5. Services related to the management of facilities or equipment and rentals to external users 6. Accommodation (handling of reservations, hosting guests, etc.) 7. International House (management of tenants, etc.) 8. Staff housing (management of tenants, etc.)

Human Resources and Benefits	<ol style="list-style-type: none"> 1. Selection and hiring of faculty and staff, and human resources/labor management 2. Salaries, honorarium payments, tax and social insurance, benefits 3. Services related to the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association 4. Services related to the appointment of contract staff, various external committee members, guest lecturers, etc., and emeritus professors 5. Providing information based on agreements with the faculty members' union 6. Services related to the selection and admission procedures for Iwate University and Bank of Iwate Childcare Center applicants, childcare, and communication with parents/guardians regarding childcare services 7. Providing information to the Jido Ikusei Kyokai (foundation for children's well-being) regarding childcare center users 8. Health and safety management 9. Services related to honors and awards
Health Care Center	<ol style="list-style-type: none"> 1. Emergency response at the Health Care Center 2. Health management at the Health Care Center, including medical examination and health counseling, and contacting parents/guardians and other relevant parties regarding this
Public relations and release	<ol style="list-style-type: none"> 1. Providing various information about the University 2. Various publicity on the University's website and in PR magazines, etc. 3. Sending donation notices
Prepare statistical data	<ol style="list-style-type: none"> 1. Preparation of materials for applicant selection 2. Preparation of basic materials for the maintenance and improvement of educational services and operations, and preparation of surveys and statistical data related to teaching and learning 3. Surveys and preparation of statistical data related to student life 4. Compiling library usage statistics 5. Conducting post-graduation/completion surveys 6. Surveys and preparation of statistical data for academic research or administrative purposes other than the above

Appendix 2 (5. Shared use of personal information)

Users	Purposes	Items of personal information to be shared	Contact person responsible for the management of personal information
National University Corporation, Tokyo University of Agriculture and Technology	Education and Research in the Cooperative Department of Veterinary Medicine and the Cooperative Division of Veterinary Sciences (hereinafter the “Cooperative Department of Veterinary Medicine, etc.”)	<p>(1) The following items regarding students enrolled in the Cooperative Department of Veterinary Medicine, etc. (including those who were enrolled in the past and who have applied for degree conferment by submitting a thesis):</p> <ul style="list-style-type: none"> -Name -Reading of the name -Student ID number -Affiliation -Sex -Date of birth -Student status -Change of school register (including reasons) and date of change -Expected date of graduation/completion -Permanent domicile -Extended enrollment status -Early completion status -Course registration status -Grades and credit status -Tuition payment status -Supervisors (including recommended supervisor) and laboratory assignments -Insurance coverage status of Personal Accident Insurance for Students (Gakkeisai) and comprehensive insurance coupled with Gakkensai -Postal code -Address -Phone number -Email -International student status -Name of parent/guardian -Reading of the parent/guardian’s name -Their relationship to the student -Parent/guardian’s postal code -Parent/guardian’s address -Parent/guardian’s phone number -Parent/guardian’s email -Super-Computing and Information Sciences Center system account -Status of application for degree conferment (including eligibility assessment) and its details -The content and results of the 	<p>National University Corporation, Iwate University (Iwate University 3-18-8 Ueda, Morioka, Iwate)</p> <p>Representative: President, Satoshi Ogawa</p> <p>Contact: Same as the contact person in charge of this document</p>

		<p>thesis/dissertation review (including eligibility screening), final examination, and confirmation of academic ability</p> <p>(2) The following items on the instructors in charge of the Cooperative Department of Veterinary Medicine, etc. (including those who have been in charge in the past)</p> <ul style="list-style-type: none"> -Name -Reading of the name -Position -Qualification for instruction, dissertation/thesis review, and lecture -Date of retirement (or expected date) -Status of leave -Classes they teach -Affiliated courses - Affiliated laboratory and the students they supervise (including students they recommend or that have applied for a degree by submitting a thesis) -Responsibilities for thesis/dissertation review (including eligibility assessment) and final examination -Phone number -Email -Affiliated committees and meetings within departments and divisions <p>(3) The following items on the faculty member in charge of the Cooperative Department of Veterinary Medicine, etc. (including those who have been in charge in the past)</p> <ul style="list-style-type: none"> -Name -Reading of the name -Position -Affiliation -Phone number -Email 	
National University Corporation, Hirosaki University and National University Corporation, Yamagata University	Education and research at the United Graduate School of Agricultural Sciences	<p>(1) The following items on students enrolled in the United Graduate School of Agricultural Sciences (including those who were enrolled in the past and who have applied for degree conferment by submitting a thesis):</p> <ul style="list-style-type: none"> -Name -Reading of the name -Student ID number -Affiliation -Sex 	National University Corporation, Iwate University (Iwate University 3-18-8 Ueda, Morioka, Iwate) Representative: President, Satoshi Ogawa Contact: Same as the contact person in charge of this document

		<ul style="list-style-type: none"> -Date of birth -Student status -Change of school register (including reasons) and date of change -Expected date of graduation/completion -Permanent domicile -Extended enrollment status -Early completion status -Course registration status -Grades and credit status -Tuition payment status -Supervisors (including recommended supervisor) and laboratory assignments -Insurance coverage status of Personal Accident Insurance for Students (Gakkeisai) and comprehensive insurance coupled with Gakkensai -Postal code -Address -Phone number -Email -International student status -Name of parent/guardian -Reading of the parent/guardian's name -Their relationship to the student -Parent/guardian's postal code -Parent/guardian's address -Parent/guardian's phone -Parent/guardian's email -Super-Computing and Information Sciences Center system account -Status of application for degree conferment (including eligibility assessment) and its details -The content and results of the thesis/dissertation review (including eligibility screening), final examination, and confirmation of academic ability. <p>(2) The following items on the instructors in charge of the United Graduate School of Agricultural Sciences (including those who have been in charge in the past)</p> <ul style="list-style-type: none"> -Name -Reading of the name -Position -Qualification for instruction, dissertation/thesis review, and lecture -Date of retirement (or expected date) -Status of leave -Classes they teach 	
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