

To the President of Yamaguchi University,

STUDENT AGREEMENT

Rules on Handling Personal Information of the Students and Their Families

The National University Corporation Yamaguchi University (hereinafter referred to as “the Corporation”) is fully aware of the importance of protection of personal information and promotes appropriate protection and management of personal information in compliance with the *Policies on Handling Personal Information at the National University Corporation Yamaguchi University* in order to prevent misuse and leakage of personal information. The personal information of the students and their families is handled in the following ways at the Corporation.

1. Obtainment of Personal Information

The Corporation obtains personal information of the students and their families as required for achievement of operations with the Specified Purpose of Use in the table below:

The Corporation may also outsource handling of all or part of the personal information held by the Corporation for Specified Purpose of Use in the table below. Upon outsourcing the services, the Corporation shall take security measures in compliance with the Corporation’s Service Contract Standards.

No	Specified Purpose of Use	Personal Information to Obtain
1	To contact and mail postal items including PR magazines, questionnaires, information on events and donations to students and their families	Name, address, phone number, email address of the student. Name, address, relation to the student, phone number (home and emergency contact), email address of the student’s family
2	Student Selection	Name, gender, address, phone number, date of birth, educational background, information presented in the reports about the student submitted by the student’s high school, results of the examination of the student
3	To manage the school register including issuance of student ID, diploma and certificates. To manage the student’s academic progress and guidance including mailing the student’s academic results to the family. Crisis management	Name, gender, legal domicile, address, phone number, date of birth, educational background, photo, transfer record, registered courses, academic results, credits of the student

No	Specified Purpose of Use	Personal Information to Obtain
4	Class management	Personal information described in Specified Purpose of Use 2) Student Selection and 3) To manage the school register including issuance of student ID, diploma and certificates. To manage the student's academic progress and guidance including sending the student's academic results to the family and for crisis management
5	To manage the student's health	Name, gender, faculty, student ID number, address, phone number, height, weight, vision, electrocardiogram, radiographs, information based on medical interview sheet etc. of the student
6	To support the student's extracurricular activities	Name of the student on the club members roll, notification for group formation, notification of an expedition, notification of a group event, report on the event result
7	To make and distribute Student Directory	Name, faculty, student ID number, address, phone number of the student
8	To contact and mail postal items including PR magazines, questionnaires, information on donations to the graduates of university/graduate school or their places of employment	Name, address, phone number, email address, faculty while being enrolled in, information on the place of employment after graduation
9	Dormitory management	Name, gender, faculty, student ID number, address, phone number of the student, Information on bank transfers, Name, income situation, address and contact number of the student's family
10	To assist the student to purchase an insurance policy such as "Personal Accident Insurance for Students Pursuing Education and Research"	Name, faculty, student ID number of the student Name, address, phone number of the person who makes payment
11	Library management	Name, faculty, student ID number, address, phone number, email address, library use and browsing history of the student

No	Specified Purpose of Use	Personal Information to Obtain
12	To notify and contact the student by using on-campus notice	Name, faculty, student ID number, information on educational affairs including the results of final examinations and other examinations, the results of decisions on academic promotion and graduation (program completion) of the student. Information on student life, livelihood support, economic assistance, rewards and punishments and other information necessary to notify other students
13	Statistical purposes	Personal information described above
14	To review and improve student selection methods and for educational improvement	Personal information described in Specified Purpose of Use 2) Student Selection and 3) To manage the school register including issuance of student ID, diploma and certificates. To manage the student's academic progress and guidance including mailing the student's academic results to the family and for crisis management

2. Provision of Personal Information to University Alumni Association and other organizations

The Corporation may provide the personal information of its student or the family if requested by organizations, including Yamaguchi University Fund, University Alumni Association, and Education Supporters Association, within the range necessary for the organization's activities after the Corporation takes security measures.

3. Use and Provision of Personal Information for an unspecified purpose

The Corporation shall use or provide the personal information of its student, the student's family or others within the specified purposes. However, the Corporation may use or provide the personal information of its student, the student's family or others for an unspecified purpose within the range necessary for such cases below in compliance with laws and regulations if the Corporation has a just or special reason.

- ① Provide the personal information of the student or the family to the relevant person
- ② Provide the personal information of the student or the family to the Third Parties with the relevant person's consent
- ③ Provide the personal information under the Diet Law and the Code of Criminal Procedure
- ④ Use the personal information within the Corporation or provide it to administrative organs or other national university corporations in order to improve its student service, simplify the procedure of submitting notifications for students and conduct smooth management of the Corporation
- ⑤ Provide the personal information to research institutions exclusively for the statistical and academic research purposes
- ⑥ Provide the personal information of nominees to organizations that award prizes

- ⑦ Provide the personal information of the student or the family to medical institutions or relatives in order to protect the relevant person's life, health and property as well as from a view point of educational consideration.

The Corporation may provide Third Parties with anonymized personal information (:the anonymized personal information held by an incorporated administrative agency, etc.) in compliance with laws and regulations in order not to identify specific individuals

4. Response to Inquiries and requests

A consultation service to respond to inquiries and requests regarding the personal information of the student and the family is provided at the service counter of the Education Support Division, the Student Affairs Department, the Faculty of Medicine and the Faculty of Engineering.

Disclosure, correction or suspension of use of the personal information of the student or the family can be requested in compliance with laws and regulations. The Corporation may meet the request of disclosure, correction or suspension of use of the personal information not stipulated in laws and regulations in a case where the Corporation validates the reason for the request.

5. Other points

In a case where the Corporation needs to obtain the personal information of a Person for not only Specified Purpose of Use in "1) Obtainment of Personal Information" but also the Corporation's operation stipulated in laws and the Corporation rules, the case will be notified directly to the relevant person via a written document, email, etc, posted on the University website, announced in a poster, or advertised in other reasonable and appropriate ways so that the relevant person will be informed of the case.

Regarding courses

In order to stay in Japan as a student visa, Special Auditing Student have to attend at least 10 hours of classes, or Special Research Student have to research at least 40 hours a week (including independent study).

If you enter Yamaguchi University as an exchange student, you should fulfill this condition.

I read and understood the "Rules on Handling Personal Information of the Students and Their Families".
I consent to this agreement.

Regarding courses, I agree that I apply to the conditions for enrollment as an exchange student at Yamaguchi University.

Signature_____

Date (YYYY/ MM/ DD) _____