

Policy for Protection of Personal Information by Alumni Association

1) General Provisions

Policy for protection of personal information by alumni and students association is provided as stated below.

2) Purposes of the Use of Personal Information

Purposes of the use of personal information are limited to two points i) and ii). It is not allowed to use for any other purpose.

- i) To share information among members by listing on directories.
- ii) To send information (such as a notice of general assembly) by the association

3) Types of personal information retained by the association

Personal information retained by the association is limited to the following types, and consent by the member is required.

- i) Name
- ii) Year of Entrance
- iii) Year of Graduation or Dropout
- iv) Affiliation
- v) Address
- vi) Telephone Number
- x) Email Address

4) Measures and System for Safe Management of Personal Information

The association shall not disclose information in the case information disclosure is demanded or ordered by a third party, to the extent that it does not interfere with laws and ordinances. The fact and contents of disclosed information are notified to the member when information disclosure should be obliged based on laws and ordinances.

5) Procedures for Suspension or Amendment of Personal Information

When the association receives an offer to suspend or amend personal information by a member, it immediately discards or amends personal information retained by the association, and reflects it to later listing on directories. However, the offer is received in the case a directory is already published at the time. The association does not take measures such as recalling the directory.