

# Handling of Personal Information at Hosei University

Hosei University, an incorporated educational institution where the mission is to improve and enrich the higher education of Japan, obtains, uses, and manages personal information with which a specific person can be identified or comparison with other information can be easily conducted to identify a specific person (hereinafter referred to as “personal information”: Other terms in this documents are based on the Act on the Protection of Personal Information.). Hosei University complies with laws such as the Act on the Protection of Personal Information and implements operations based on Hosei University Regulations for Protecting Personal Information and Specific Personal Information to prevent the leak of personal information. Hosei University properly supervises external contractors if the school outsources the handling of personal information to the outside. Hosei University also regards that handling of personal information while protecting them and respecting wishes of individuals is one of its social responsibilities.

**Hosei University uses personal information such as names and addresses (including personal information of cosigners) obtained from admission documents for the following purposes:**

- [1] To manage student registrations and student transfers;
- [2] To create records of and gather statistics of student registration, transfer, grades, certificates, investigation, analyses, application, and student ID cards and to send necessary documents and notifications to students;
- [3] To send transcripts to Partner Universities;
- [4] To consult with Partner Universities about student’s school record;
- [5] To manage information related to recruitment;
- [6] To manage school fee information, prepare records, and send necessary documents and notifications to students;
- [7] To check the eligibility to use libraries and provide user services;
- [8] To prepare documents related to scholarship programs and send notification to students;
- [9] To prepare and manage documents concerning student health management;
- [10] To check the eligibility to use intra-school network and provide user services;
- [11] To check the eligibility to use network communication services while at Hosei University and after graduation and to provide user services;
- [12] To prepare and manage alumni data;
- [13] To provide personal information to the government and municipal offices;
- [14] To send other notifications from Hosei University.
- [15] To apply for the student visa;

\* When requested by a third party to provide information, Hosei University will respond to the request while strictly following Hosei University Personal Information Handling Guidelines. Hosei University also minimizes data categories to be provided when releasing necessary information and obtains a written consent from an applicable person or organization to prevent the information from being unused.

Hosei University also provides advices and instructions to properly manage the information when releasing necessary information. All of exchange students have the right to ask for their data to be deleted and Hosei University does have an obligation to do so upon request, except if keeping that data is obligatory by law.

Please be aware that Hose University bears no liability for the deleted data after the deletion by your request and everything caused by the deletion is your own responsibility.