

The Handling of Personal Information at Tamagawa University (Recruitment for University faculties)

Tamagawa University (“Tamagawa” below) has defined the “Tamagawa Academy (K-12) & Tamagawa University Personal Information Protection Policy” based on statutes such as the Act on the Protection of Personal Information and the Personal Information Protection Guidelines (Personal Information Protection Commission). Under that policy, we have put in place various rules in our organization, and we are handling personal information in an appropriate manner.

The personal information that you provide to us will be handled in the manner shown below.

Note: The Personal Information Protection Commission is a Cabinet Office external organ which exercises its own highly independent authority in the same manner as the Japan Fair Trade Commission and the National Public Safety Commission.

Usage purpose for personal information

The personal information that you provide will be used for the following purpose.

- ☐ Operations concerning recruitment examination for university faculties
- ☐ Management of video recordings resulting from the use of surveillance cameras for crime prevention

Personal information usage and provision to third parties

The usage and providing of personal information shall be done within the scope of the usage purpose. In cases where as part of operations the usage or provision exceeds that scope, the usage purpose and other particulars will be announced or notified in advance and the consent of the subject person obtained. However, if the providing of the personal information is required under laws or regulations or if emergency action is required to protect life or property, the information may be provided without obtaining the consent of the subject person in advance. (Act on the Protection of Personal Information, Article 27, Paragraph 1)

Consignment of operations handling personal information

There are cases where operations handling personal information (within the usage purpose scope) are consigned outside our organization. In such cases, a contractor recognized as appropriately handling personal information is to be selected, a confidentiality agreement is to be concluded, and appropriate management is to be performed.

Consequences of a failure to submit or fill in personal information

In cases where a document specified by Tamagawa has not been submitted to us or where entries have not been filled in on a document, it is not possible for the matters specified in the subject purpose to be performed.

Subject person's rights with respect to retained personal data disclosure, etc.

- ① Requests for disclosure of retained personal data and disclosure of records of retained personal data provided to third parties

By following the designated procedure, people can request the disclosure of retained personal data and the disclosure of the records of retained data provided to third parties. Please keep in mind that when the disclosure request concerns retained personal data of certain types (guidance, evaluation, medical checkup, screening, etc.), there may be cases where we cannot accede to the request. In principle, disclosure requests are to be made by the subject person. For requests from minors, it is necessary that the request be made by a person with parental authority.

- ② Requests for retained personal data correction, addition/deletion, usage halt, and halting of provision to third parties

By following the designated procedure, in cases where there is an error in retained personal data records, the person can request correction or addition/deletion. In addition, in cases where the retained personal data exceeds the scope defined by laws and regulations, in cases where Tamagawa uses the data (or provides it to a third party) in a way that exceeds the specified usage purpose, in cases where Tamagawa no longer needs to use the retained personal data, and in cases where there is a danger of the person's rights or legitimate interests being harmed as a result of the handling of the retained personal data; the person may request deletion, halting of usage, or halting of provision to third parties of the retained personal data. Please keep in mind that when the disclosure request concerns retained personal data of certain types (guidance, evaluation, medical checkup, screening, etc.), there may be cases where we cannot accede to the request. In principle, correction, deletion, and usage-halt requests are to be made by the subject person. For requests from minors, it is necessary that the request be made by a person with parental authority.

- ③ Method for making a request

For disclosure, correction, deletion, and usage-halt requests, please fill in the necessary information on the prescribed Tamagawa form (Request for Retained Personal Data Disclosure, Etc.), and submit the form to the department below. To obtain the request form, please ask the contact point below. The response to the request will be provided within 10 days (excluding Saturdays, Sundays, national holidays, and other holidays designated by Tamagawa) of the day on which the formalities relating to the request are completed.

☐ Office of Academic Affairs, Academic Affairs (UNIVERSITY HALL, 4F / 6-1-1 Tamagawagakuen, Machida, Tokyo 194-8610 / TEL 042-739-8802)

- ④ Filing of an objection

In cases where someone is dissatisfied with decisions made concerning a request for disclosure or other action, it is

possible to file an objection with Tamagawa. The objection will be investigated and the results notified in writing. For the procedural method to be used, please inquire via the personal information protection contact point.

Complaints and consultations

For complaints and consultations concerning Tamagawa's handling of personal information, please contact the office below.

【Inquiries concerning personal information protection】 Tamagawa Academy (K-12) and Tamagawa University, Office of General Affairs, General Affairs (KEYAKI 1F)

TEL : 042-739-8953 / FAX : 042-739-8795 / e-mail : privacy@tamagawa.ac.jp

Note: Personal information acquired in conjunction with requests and complaints concerning disclosure and related matters will not be used for purposes other than the handling of the given request/application.

Consent concerning the use or provision of personal information

By submitting the documents for recruitment, agreement is indicated that the personal information you provide will be treated as if consent has been given to the policy for handling of personal information at Tamagawa University.

Information on the measures being taken to protect personal information at Tamagawa Academy (K-12) & Tamagawa University is presented on our website. <http://www.tamagawa.jp/privacy>

- ☐ Operation manager: Tamagawa University, Administrative Director, Office of Academic Affairs
TEL : 042-739-8802
- ☐ Inquiries concerning personal information protection (Office of General Affairs, General Affairs
/ KEYAKI 1F)
TEL : 042-739-8953 / FAX : 042-739-8795 / e-mail : privacy@tamagawa.ac.jp