

Policy on Security of Personal Information & Compliance Rules

Policy on Security of Personal Information

At Waseda University (hereafter to be referred to as “this university”), the protection of personal information is recognized as a fundamental right that has its origins in the integrity of the human personality. The Personal Information Security Rules were established in May 1995, and these provided for the strict handling of personal information. Since April 1, 2005, the Law Regarding the Protection of Private Information (Private Information Protection Law) has been fully enforced. This university has continuously complied with this law and works to properly manage and protect personal information.

1. Collection and Use of Personal Information

Personal information refers to information that identifies specific individuals, such as students, guardians, faculty and staff, or that has the possibility of doing so. At this university, its collection is restricted to only that recognized as necessary for educational research, student support, and university management, as defined below. In addition, when it is necessary, the university contacts students and guardians based on the personal information collected.

Reasons for Collecting Personal Information

- 1) Management of school registration, changes in school registration, health management, scholarship management.
- 2) Course registration, grade management and course management.
- 3) Information management related to postgraduate activities, advancing within a school and changing schools at the undergraduate and graduate school levels within the university.
- 4) Issuing student identification cards and various other certificates.
- 5) Managing scholarship information and account information.
- 6) Supporting for extracurricular activities and student life.
- 7) Managing and creating employment information.
- 8) Managing the use of equipment and facilities within the university, managing visual information acquired through the security cameras.
- 9) Managing the use of the library.
- 10) Sending grade reports and academic records to the guardians.
- 11) Consulting with guardians about course registration and academic records.
- 12) Producing public relations magazines for the university and the school, guides for events and fundraising activities.
- 13) Sending out various guides and information following graduation.
- 14) Providing information to universities based on a Science and Technology Exchange Agreement.
- 15) Providing necessary information to the Waseda University Student Health Insurance Union (chief administrator: office manager of student division);
- 16) Providing necessary information to the Waseda University Alumni Association (chief administrator: president of this university).
- 17) Providing necessary information to academic organizations (chief administrator: dean of each school) which are comprised of students and instructors in graduate and undergraduate courses at this university.
- 18) Providing necessary information to the teachers' union in order to promote public funding for schools.
- 19) Management of employment and payment of wages or salaries in relation to part-time jobs or other types of jobs that may be offered within this university.
- 20) Improvement of educational research and entrance examinations and recruiting of students.
- 21) Use of photos and their data for the purpose of verification of identity for internal procedures and various web-based services within this university.

2. Secure Management of Personal Information

Along with strict management of personal information so that it is not used improperly, lost, damaged, falsified or leaked, this university engages in the training of employees (faculty and staff) who handle personal information and those are in charge of this university's other affairs.

3. Providing Information to Third Parties

This university does not provide personal information to third parties without the consent of the principal party in question. However, information may be provided without the consent of the principal party under the exception established by law (Private Information Protection Law, Article 27, Clause 1)

4. Outsourcing

This university may outsource the whole or a part of its businesses related to certain affairs such as sending out of various letters and objects from this university or data input work. When doing so, this university contractually or otherwise obligate the outsourcing contractors to take necessary and appropriate measures in managing the personal information so that it will not be leaked, disclosed or improperly used.

5. Corrections, Disclosure, Deletion, Suspension of Use (including Erasure and Suspension of Provision to Third Parties) of Personal Information

Students and guardians can request the disclosure of their own personal information and records of its provision to third parties as well as correction, deletion and suspension of use (including erasure and suspension of provision to third parties) of such information through the individual institution managing that information, such as the school or institute with which s/he is affiliated.

*Please direct any questions regarding the protection of personal information at Waseda University to the following organization:

Office of the Personal Information Protection Committee (Department of Educational Affairs, Educational Affairs Section)

1-104 Totsuka-cho, Shinjuku-ku, Tokyo 169-8050

Telephone: 03-3204-2253

E-mail: kojinjoho@list.waseda.jp

Compliance Rules

Waseda University students must be fully aware of the mission of Waseda University, maintain the public norms of a good citizen, act in accordance with their duties as students, and comply with the following rules:

1. Be diligent about learning, at all times approaching exams and other testing with a sincere attitude, and not engaging in acts of dishonesty or cheating.
2. Pay tuition or other costs and expenses required by Waseda University by each due date.
3. Respect the privacy of others' personal information and take necessary precautions upon disclosing their own personal information.
4. Respect the personality of other persons and not violate the rights of others through acts of sexual or other forms of harassment.
5. Carry their student ID with them at all times and present it to faculty members upon request.
6. Maintain the quiet educational and academic research environment of Waseda University and not engage in acts of delinquency in class. Neither should they cause any acts of nuisance, such as excessive noise or obstruction of passage, when off campus.
7. Not smoke or drink on campus except in areas where such activity is specifically permitted.
8. Not be involved in any way with illegal drugs.
9. When engaging in an extracurricular activity or similar activity, they should act in accordance with the rules, regulations, precautions, etc. established by Waseda University, and act at all times with a proper sense of responsibility.
10. Not deface or damage facilities, equipment, or other property of Waseda University.
11. Comply with all rules and regulations and act in accordance with the instructions of the school and other affiliated organizations to which the student belongs.