

Statement of Personal Data Treatment

■ Purposes of using personal data

The University will use personal data obtained through the application procedure exclusively for purposes associated with the acceptance of applicants for the Short-term Exchange Program at the University of Tsukuba.

■ Protection and management of personal data

The University will appropriately protect and manage personal data obtained through the application procedure under the responsibility of the personal information protection manager specified below, retain the personal data to the extent and for the period necessary for the purpose, and take appropriate measures to prevent loss or disclosure of the information. The information will only be accessible to the University's staffs engaged in operations associated with admission to the Short-term Exchange Program exclusively for the purpose of the operations.

The personal information protection manager in the application procedure for the Short-term Exchange Program:

Head of the Division of Student Exchange

Department of Student Affairs

University of Tsukuba

Email: exchangestudent@un.tsukuba.ac.jp

■ Personal data provision to third parties

In principle, the University will not provide the personal data obtained through the application procedure to any third party outside the University of Tsukuba unless consented to by the personal information provider (hereinafter the "Data Subject") or required under applicable laws and regulations. Nevertheless, the University may provide the information to relevant administrative authorities to the minimal extent required to apply for permission for residency status and scholarship benefits.

■ Consignment of personal data treatment

The personal data obtained through the application procedure may be handled by any external contractor bound by a non-disclosure agreement with the University and other obligations not to use the information for unauthorized purposes. In such cases, the University will exercise oversight of such external contractors to ensure appropriate security and management of the personal data.

■ Rights of the Data Subject

The Data Subject may request the University to modify incorrect personal data and delete his/her personal data. Also, the Data Subject reserves the right to withdraw his/her consent in relation to personal data treatment at any time. Upon such request from the Data Subject or declaration of intention to withdraw his/her consent regarding personal data treatment, the University will respond appropriately without delay. However, any withdrawal of consent will not affect the legality of information treatment prior to the withdrawal.

■ Complaint

If you are not satisfied with the University's treatment of your personal data, please contact the personal information protection manager designated above.