

KEIO UNIVERSITY PRIVACY POLICY FOR APPLICANTS AND STUDENTS

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Keio University is committed to protecting your privacy and informing you of your rights in relation to your personal data. As we receive and process your application and provide our services, we collect, use, and generate personal data about you. When we process your personal data, we endeavor to comply with applicable data protection laws, including the Act on the Protection of Personal Information of Japan. Below is our policy on how we process and protect your personal data.

■ PURPOSES (why we use your personal data)

We collect, use, and generate the following categories of personal data:

- Basic personal information to identify and contact you, including your name, telephone number, gender, e-mail address, residential address, date of birth, and citizenship;
- Information necessary for processing your application for our relevant academic program as specified in the relevant program information;
- Information necessary for providing our services, including support for living in Japan; and receiving and responding to your inquiries.

We collect, use, and generate personal data on the following purposes

- 1) Processing your application, providing you with our services, and providing support for life in Japan;
- 2) Performing our statutory obligations as an educational institute; and
- 3) Performing our daily operations appropriately and maintaining academic standard, including:
 - monitoring and improving our educational and academic standards;
 - managing security related to our physical facilities and computer/network resources;
 - managing any disciplinary actions; and
 - establishing, exercising, and defending our legal claims.

■ SENSITIVE PERSONAL DATA

We collect and/or use certain sensitive categories of personal data. For example, we may

ask you for information about your medical history and disability (if applicable). Your voluntary disclosure of such information will be deemed as explicit consent to our using such information for providing you with any assistance or counseling you may seek from us. We may also use such information in order to protect your vital interests, e.g., for emergency rescue.

■ **RETENTION PERIOD** (how long we retain your personal data)

We will retain personal data about your application for our relevant academic program for 5 years. For those who are admitted to our academic program, we will retain the personal data we collect and generate during your studentship with us for an indefinite period of time as an academic record.

■ **DISCLOSURE** (whom we share your personal data with)

We may disclose certain categories of personal data when necessary for the purposes described above to the respective recipients. These recipients include public authorities (for the purpose of immigration), accommodation operators and intermediary agencies, our service providers.

Where we disclose your personal data to our service providers, we make sure that such service providers have in place appropriate data protection measures.

■ **TRANSFER OF PERSONAL DATA TO OTHER COUNTRIES**

Except for certain transfer of your personal data to your home university, we usually do not transfer your personal data to any entities located outside of Japan. In cases such transfer is necessary, we will either ask for your prior consent to such transfer, or take appropriate contractual measures to make sure that your personal data be protected at an effectively equivalent level to that awarded in Japan.

■ **YOUR LEGAL RIGHTS**

Provided that certain conditions are met, you have legal rights to request the following:

- ✓ Access to your personal data and to certain supplementary information covered by this notice;
- ✓ Correction of your personal data if inaccurate or incomplete;
- ✓ Erasure of your personal data in certain circumstances; and
- ✓ Stop the processing of your personal data in certain circumstances.

If you wish to exercise these rights, please contact us.

■ INQUIRIES

For further information and inquiries, contact:

Office of Student Services (International)

Faculty of Science and Technology

Keio University

ic-yagami@adst.keio.ac.jp