

Handling of Personal Information at Ritsumeikan Asia Pacific University

Ritsumeikan Asia Pacific University (hereinafter called “the University”) handles personal information obtained by the University from prospective students as set forth below, in compliance with laws and regulations relating to the protection of personal information and the Ritsumeikan Trust Personal Information Protection Regulations.

< Purpose of Use >

Personal information on students will be used for the following purposes:

1. Provision of learning support for students, etc. including enrollment record control, registration control, performance control, and tuition fee information control
2. Provision of living support for students, etc. including life consultation, after-school activity support, scholarship control, and health control
3. Provision of career and job search support for students, etc. including career guidance, job search activity support, and career and job search information control
4. Consulting with guardians about registration, performance, and careers including notifying guardians of performance
5. Execution of entrance exam business and admission procedure business
6. Sending various guides for Ritsumeikan Asia Pacific University and other schools established by The Ritsumeikan Trust
7. Managing use and security control of school facilities and equipment
8. Issuance of certificates
9. Provision of necessary information to partner universities within Japan and overseas based on academic exchange agreements
 - List of Ritsumeikan Asia Pacific University’s Partner Universities and Institutions
<http://en.apu.ac.jp/home/exchange/content35/>
10. Provision of necessary information to groups operating scholarship businesses
11. Provision of necessary information to the group consisting of graduates (Ritsumeikan Asia Pacific University Alumni Association)
12. Provision of necessary information to the group consisting of the parents of students (APU-club Domestic Students’ Parents Association)
13. Provision of necessary information to groups permitted by the Ritsumeikan Trust Personal Information Protection Committee
14. University assessments (self-assessment, third-party assessment, accreditation, etc.), and statistical research
15. Education, research, and FD activities
16. Other purposes related or incidental to each of the above

< Management of Personal Information >

Personal information on students is securely managed in line with laws and regulations and the Ritsumeikan Trust Personal Information Protection Regulations so that it is not leaked, lost, or damaged.

< Outsourcing Services Associated with the Provision of Personal Data >

The University may outsource certain work that includes the handling of personal data to a third-party entity having executed an agreement on the proper handling of personal information.

< Provision of Personal Data to Third Parties >

The University does not provide personal data to groups other than The Ritsumeikan Trust without the prior consent of the subject; provided, however, that information may be provided without the consent of the subject in cases where appropriate provision is required under laws and regulations.

< Shared Use of Personal Data >

The University, as the party responsible for the management of personal data by The Ritsumeikan Trust, may share personal data in the following cases. Other cases in which personal data is shared will be clearly indicated when collecting data.

Personal Data on Students and Parents (Guarantors)

Personal Data to be Shared	[Students] Name, student ID number, college, department, student year, semester, enrollment status classification, year enrolled, year graduated, year expect to graduate, decision on graduate, current address and telephone number, permanent address and telephone number, students, guarantor's address and telephone number, name of guarantor [Parents] Name, address and telephone number for invoicing tuition fees, name of recipient of invoice for tuition fees
Scope of Shared Users	The Ritsumeikan Trust, APU-club Domestic Students' Parents Association (in Japan)
Purpose of Use	To inform of activities by the parents association, to send out bulletins

Personal Data on Graduates (Alumni)

Personal Data to be Shared	Name, alumni number, permanent address and telephone number, current address and telephone number, year enrolled, college, year graduated, seminar group, club, nationality, gender
Scope of Shared Users	The Ritsumeikan Trust, Ritsumeikan Asia Pacific University Alumni Association
Purpose of Use	Alumni networking, including notification of activities by the alumni association and sending out bulletins