

Nanzan University
 18 Yamazato-cho, Showa-ku
 Nagoya 466-8673, Japan

Dear New Students and Guarantors,

Handling of Personal Information

In May 2017, an amended Personal Information Protection Law was enacted, and based on regulations reviewed every three years, a new Personal Information Protection Law was enacted on 1 April 2022. In keeping with the spirit of our motto of “For human dignity,” Nanzan University strictly adheres to this law, and from the viewpoint of the protection of privacy and respect for basic human rights, the University handles all personal information at its disposal in an appropriate manner, within the needs of its educational activities.

Therefore, we hereby advise you of the purposes of the use of personal information obtained from new students and their guarantors at the time of student enrollment. Please sign or put your personal seal on the personal information agreement documents attached separately and submit them. The University handles only the minimum personal information necessary for us to provide educational services and for newly admitted students to function within our system, so please understand that non-submission may cause inconvenience in some aspects of campus life. In addition, please notify us in writing if you object to any aspect of the University’s handling of your personal information.

We humbly request your understanding and cooperation with regard to the University’s handling of personal information.

【Personal information to be acquired by the University】

Those to whom it applies	Personal information to be acquired	Main purpose of use
Student	facial portrait photograph, student ID number (*1), examinee number (*1), name, faculty, department and graduate program (*1), graduate program & graduate school(*1), date of birth, gender, academic record, employment record, grades from secondary school etc., nationality, address after enrollment, postal code, telephone number, mobile phone number, e-mail address (*1) (mobile phone or provider e-mail), registered domicile (city & prefecture), organizations belonged to including monastic orders (organization name, position), passport details (*2), visa status (*2), period of validity of that status (*2), number of Residents Card (*2), situation regarding having taken up Japan National Health Insurance (*2), insurance card details (*2), name of high school graduated from, date of high school graduation, name of post-graduate school, faculty & department, date of postgraduate studies completion, means of commuting to University, commuting zone, bank account information, medical history.	Personal information acquired will be handled appropriately within the required bounds of the University’s educational activities, with the main categories of use being specified below. <ul style="list-style-type: none"> • summoning students, public notices, emergency contact, contacting guarantors and institutions (with which Nanzan has an agreement) recommending international students etc. • maintaining the student register database (registration and use within the administrative system), compiling a list of enrollees and graduates, degree citations, creating student identification cards, student guidance, administering users in various systems (issuing accounts, receiving applications) and user support, managing library users (records of entry, borrowing, contact etc.), managing World Plaza user numbers, for procedures related to hiring out laptop computers (only in the Faculty of Science and Engineering), for procedures related to laptop computers organized by the university, providing a list of auditing students to be sent to universities with which we have credit transfer arrangements(only those to whom it applies) etc. • processing student payment invoices, refunds of over-payments, screening reductions and exemptions of student payments, deliberation of student boarding, payment of various scholarships or stipends, screening of students for various awards

Those to whom it applies	Personal information to be acquired	Main purpose of use
Guarantor • Secondary guarantor	name, relationship with student, address, postal code, telephone number, mobile phone number, nationality (*2),	<p>and scholarships, procedures related to taking out University Injury and Accident Insurance etc.</p> <ul style="list-style-type: none"> • management of information related to academic affairs ie: timetables, course registration, grades, scheduled course examinations, assessment tests, issuing of various certificates, disclosure of grade reports to guarantors (undergraduate students only), posting grade reports to institutions which with Nanzan University has agreements (only for the student in question) etc. • scholarships related to the Center for International Affairs, Nanzan students studying overseas at partner institutions, entering or leaving international student accommodation, administration regarding the residence status of foreign students, selection of courses etc. • medical examinations and consultations, communication with external medical organizations, compiling and dispatch of University official documentation, public relations or information magazines, career support, internship support, job-placement support, public relations activities related to entrance examinations, responses to various surveys etc. • requests for the implementation of various types of assessment (at the time of admission, questionnaires upon graduation, surveys etc. regarding learning achievement and learning behaviors) • requests for questionnaire surveys after graduation
People other than guarantor (Emergency contact details)	name, relationship with student, address, postal code, telephone number, mobile phone number	

【 The University provides the following personal information 】

Provided to	Information	Personal information provided	Main purpose of use
Nanzan University Alumni Association	students' personal information	student number (*1), faculty, department and graduate program (*1), graduate school program & graduate program (*1), name, gender, date of enrollment, date of graduation, parents' address, postal code, telephone number, mobile phone number, e-mail address (mobile phone or provider e-mail), academic supervisor's name (*1), name of university graduated from, faculty & department, name of post-graduate institution, graduate school & graduate program completed	<ul style="list-style-type: none"> • Alumni Association operation and activities
Guarantor	student's personal information (only for under-graduate students)	student number (*1), faculty, department and graduate program (*1), name, date of birth, date of enrollment, supervisor's name (*1), grade-related data (course subject name, course supervisor's name, grades, credits etc.)	<ul style="list-style-type: none"> • to allow the disclosure of grades or for student guidance

Provided to	Information	Personal information provided	Main purpose of use
International students Institutions with which Nanzan has an agreement	student's personal information (only about the student in question)	student number (*1), faculty, department and graduate program (*1), name, date of birth, date of enrollment, supervisor's name (*1), grade-related data (course subject name, course supervisor's name, grades, credits etc.)	<ul style="list-style-type: none"> to allow the dispatch of grades or for student guidance
Japan Educational Exchanges and Services	students' personal information (only about the student in question)	student number (*1), name	<ul style="list-style-type: none"> procedures related to taking out University Injury and Accident Insurance (学研災 <i>Gakkensai</i>) and liability insurance supplementary to University Injury and Accident Insurance.
NES Co., Inc.	students' and guarantors' personal information	student number (*1), faculty, department and graduate program (*1), graduate school and graduate program (*1), name, gender, date of birth, date of enrollment, address, postal code and telephone number after enrollment, guarantor's name, address, postal code, whether or not the student has a University Injury and Accident Insurance policy, bank account details	<ul style="list-style-type: none"> to provide information about procedures related to taking out Student Life Comprehensive Insurance supplementary to University Injury and Accident Insurance for procedures related to taking out study abroad insurance supplementary to <i>Gakkensai</i> University Injury and Accident Insurance (only for students being sent abroad) sending of payment notification postcards for procedures related to laptop computers organized by the university sending of information (notification postcards etc.) for Career Support, Internship Support and Job Search Support

Provided to	Information	Personal information provided	Main purpose of use
Mitsubishi UFJ Factors Ltd.	students' personal information	student number (*1), bank account details	<ul style="list-style-type: none"> debiting payments
Emergency Assistance Japan Co., Ltd.	students' and guarantors' personal information (only those to whom this applies)	student number (*1), name, parents' address, postal code, telephone number, mobile phone number, guarantor's name, address, postal code, telephone number and mobile phone number.	<ul style="list-style-type: none"> confirmation of location when studying overseas and provision of crisis management support
Companies producing graduation photo albums	students' and guarantors' personal information	student number (*1), faculty, department and graduate program (*1), name, address after enrollment, postal code, telephone number, guarantor's name, address and postal code.	<ul style="list-style-type: none"> delivery of written communication etc. regarding graduation photo albums
Companies producing degree certificates	students' personal information	student number (*1), faculty, department and graduate program (*1), graduate school and graduate program (*1), name, date of birth, date of graduation, semester graduated in, semester in which studies are completed, degree, degree conferment number.	<ul style="list-style-type: none"> production of degree certificates
Delivery companies	students' and guarantors' personal information	student number (*1), name, address after enrollment, postal code, guarantor's name, address and postal code.	<ul style="list-style-type: none"> delivery of various pieces of written communication and newsletters etc. to students and guarantors
1.) Medical organizations 2.) Handa City Medical Association Health Care Center	1.) students' personal information (only those to whom it applies) 2.) students' personal information	1.) name, date of birth, gender, medical history 2.) name, student number, faculty or department, date of birth, gender	1.) medical examinations, 2.) health check-ups
Companies manufacturing student ID cards.	students' personal information	student number (*1), faculty, department and graduate program (*1), graduate school and graduate program (*1), name, date of birth	<ul style="list-style-type: none"> in order to manufacture student ID cards.

Provided to	Information	Personal information provided	Main purpose of use
Companies operating systems to visualize learning outcomes	students' personal information	student number (*1), faculty, department and graduate program (*1), name, date of birth, date of enrollment, supervisor's name (*1), grade-related data (course subject name, course supervisor's name, grades, credits etc.)	<ul style="list-style-type: none"> in order to visualize learning outcomes
Companies operating assessment tests	students' personal information	student number (*1), name, date of birth, e-mail address (including the name of the mobile phone company or Internet provider)	<ul style="list-style-type: none"> in order to register students taking assessment tests

*1) Examinee numbers, student numbers, supervisors' names, faculties, departments and graduate programs, graduate schools and graduate programs and e-mail addresses organized by the University are also handled in the same manner as personal information obtained from students and guarantors.

*2) Only to be acquired from foreign students.

From this point on, any other documents submitted to the University during your enrollment other than the personal information agreement documents will be handled appropriately as personal information, for the purposes stated above.

Inquiries:

Please refer to the University website for details of Nanzan University policy on the protection of personal information (<https://www.nanzan-u.ac.jp/Menu/privacy/index.html> Japanese text only.)

If you have any questions, please do not hesitate to contact the Office of the President.

Yours sincerely,

Robert KISALA

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