

Handling of Personal Information Provided Pertaining to Study Abroad Programs and Study Abroad Scholarships

National University Corporation Tokyo Institute of Technology (“the Institute”) will abide by its Personal Information Protection Rules and Personal Information Management Rules, as well as relevant laws and regulations of Japan, in handling and managing personal information obtained through the following activities:

- Recruiting participants for study abroad programs, student exchange programs, etc. (“study abroad programs”) from within the Institute
- Preparing and submitting study abroad proposals to the Institute’s partner universities or institutions (“partner institutions”) accepting students of the Institute
- Handling scholarship applications for study abroad programs (“study abroad scholarships”) and issuing recommendations thereto
- Carrying out other necessary procedures related to study abroad programs

1. Scope of Information to Be Collected

Personal information will be collected from the following sources:

- Application documents for study abroad programs, which will be used for internal selection by the Institute to determine participants
- Study abroad proposals to be submitted to partner institutions
- Application documents, recommendation letters, bank transfer information, etc. pertaining to study abroad scholarships
- Information necessary to make travel arrangements for study abroad programs
- Other information that the Institute deems necessary for operation of study abroad programs

Examples of personal information:

- An individual’s name, date of birth, student ID, address, and contact information including (mobile) phone number and email address
- An individual’s passport information
- Information that can be used to determine household finance (e.g., items contained in a withholding tax slip and taxation certificate)
- An individual’s bank account details
- Information contained in academic transcripts, certificates of enrollment, medical certificates, and similar documents issued by the Institute
- Information contained in certificates issued by the municipality in which an

- individual's current residence or registered family domicile (*honseki-chi*) is located
- Information contained in language proficiency certificates issued by language testing organizations
 - Other information the Institute requests and collects pertaining to study abroad programs

2. Purpose

The Institute will use personal information for the following purposes:

- Conducting internal selection and appointing participants for study abroad programs through internal selection
- Submitting study abroad proposals to partner institutions
- Handling applications for study abroad scholarships, determining candidates through internal selection, recommending candidates to funding organizations, filing bank account details of scholarship recipients, and carrying out other necessary procedures requested by funding organizations
- Performing crisis management to secure the safety, well-being, and lives of participants in study abroad programs and recipients of study abroad scholarships
- Providing agencies entrusted by the Institute with information necessary to make travel arrangements for study abroad programs
- Providing information required to enable students to access premises and facilities of universities, companies, or research institutions collaborating in study abroad programs
- Surveying, analyzing, or improving study abroad programs*
- Responding to surveys conducted by the Ministry of Education, Culture, Sports, Science and Technology, Independent Administrative Institution Japan Student Services Organization, and administrative agencies, or companies and private entities that the Institute deems appropriate, and disclosing information upon their request*
- Performing related activities deemed necessary to operate study abroad programs

* Relevant information will be processed anonymously so that individuals cannot be identified, unless consent is given by individuals concerned.

3. Restriction on Use and Provision of Personal Information

The Institute limits the use and provision of collected personal information to the “purposes” stated above. However, the Institute may provide the information to a third party in either of the following cases:

- A disclosure is requested based on laws and regulations.
- The individual to whom the information pertains gives prior consent to the Institute.

4. Disclosure, Correction, and Suspension of Use of Personal Information

An individual may request that the Institute disclose, correct, and suspend the use of retained personal information in accordance with the National University Corporation Tokyo Institute of Technology Personal Information Protection Rules.

5. Inquiries

International Student Exchange Division

Student Services Department

National University Corporation Tokyo Institute of Technology

Tel: 03-5734-7645

Note: Please contact each administrative office directly with inquiries regarding specific programs, by referring to relevant application guides.