

# Handling of Personal Information in Rikkyo University

Last updated: June 1, 2017

## < Basic approach to personal information >

Rikkyo University (hereinafter referred to as the “University”) recognizes the importance of protecting personal information and considers the implementation of appropriate management of personal information as an important social

**6. Disclosure and correction of information**

Personal information shall be disclosed in accordance with the Rikkyo University Personal Information Protection Regulations and accompanying Detailed Enforcement Regulations. When there is an error in personal information, the same shall be adjusted promptly.

**7. Complaints**

In the case of dissatisfaction with how the University manages personal information, complaints may be lodged with the Personal Information Protection Review Board. The University's main contact window will accept complaints to the Personal Information Protection Review Board.

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**Appended table (3. Purpose of use of personal information)**

Use classification	Administrative practice
Education and research	<ol style="list-style-type: none"> <li>1. Admission-related (application and admission procedures)</li> <li>2. Enrollment status- related (issuance of student ID card)</li> </ol>

life

2. Various welfare services for students (scholarships; Student Mutual-aid Health Insurance Union; comprehensive accommodation guarantee for international students; student cafeteria; part-time job placement; finding accommodation: lost and found services

do not wish such information to be provided to their guarantors should submit applications to the contact points for academic affairs\*.

- \*2 When statistical materials are prepared, numerical conversion and other processes are employed to ensure a format that prevents individual identification.
- \*3 There may be cases where the personal e