

Successful candidates and guardians,

Regarding the handling of personal information at Soka University:

Congratulations on your admission to Soka University. On behalf of all those concerned, I would like to express our heartfelt felicitations.

Soka University (hereinafter referred to as “the university”), in accordance with the Act on the Protection of Personal Information (the law regarding the protection of personal information) fully implemented on April 1, 2005, will handle personal information in the manner explained below.

In consideration of the university’s involvement in handling a range of personal information as an educational institution and the importance of handling such information appropriately, we have established a set of internal regulations (please see the supplementary reference material titled “On handling the protection of personal information”). We strictly follow the law when handling the personal information of the university’s students and their custodians (hereinafter referred to as “students et al.”)

The personal information of the students et al. will be mainly used for the purposes stated in “I. How We Use the Personal Information of Students et al.”

In addition, as stated in “II. Sharing Personal Information of Students et al. with Third Parties,” we may provide the personal information of students et al. to a third party in order to facilitate the administration of the university. With regard to this point, we request your cooperation and ask that you agree to sign the attached agreement. If you do not wish to sign, please submit your reason in written form.

For inquiries regarding the protection of personal information of students et al., please contact the counseling office below.

Sincerely yours,

Yasunori Tashiro
Chairman
Soka University

<p>Counseling Office for the Protection of Personal Information: General Affairs Office, General Affairs Department Tel: (Direct Line) 042-691-2215 Office Hours: Weekdays 9:00 a.m. ~ 5:00 p.m.</p>
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I. How we use the personal information of students et al.

1. Personal information acquired at the time of admission, and its utilization

The university will acquire the following personal information about students et al.

Items	Content
Documents providing personal information to the university for admission	<ul style="list-style-type: none"> (1) Student Report Card (2) Student card sheet (3) Admission fee (4) National Center for University Entrance Examinations admission slip (if applicable) (5) Certificate of Graduation (6) Housing Request Form (7) Residence Card (8) Entry visa (9) Immunization for Measles and Rubella Questionnaire (10) University register card (11) Pledge (12) Dormitory Pledge (13) Housing Questionnaire (14) Entry visa (15) Statement of Financial Eligibility
Personal information	<ul style="list-style-type: none"> (1) Name (2) Gender (3) Date of birth (4) Faculty/ Department (5) Year of admission (6) Nationality and place of birth (7) Head shot (8) High School (including High School Certificate exam results), graduation date, and major (if any) (9) Current address and telephone (10) Permanent address and telephone (11) Custodian's name, gender, current address, telephone number, and place of work (12) Family structure (13) Evidence of financial support (for those who wish to live in the dorm) (14) Password for issuing certificates and using on-campus services (15) Vaccination history (16) Date of arrival in Japan (17) Passport number (18) Foreign resident number (19) First language (second language) (20) Sports or hobbies, religion, and health condition

Selection of materials and their use	<ul style="list-style-type: none"> ·For university register & transfer of registration ·For administration of foreign residents (documents to be submitted to the Japanese Immigration Bureau, etc.) ·For confirmation of certification as a foreign resident, and university registration ·For producing university register, certification, student certification, statistics, and delivery of communication materials ·For delivery to custodians of documents related to scheduled enrollment ·For producing a database for university fees and receipt of money, and for production of slips ·For confirmation of certification to use the library and to provide user services ·For production of selection materials and other materials related to dormitory administration and communication purposes ·For production of selection materials and other materials related to scholarship administration and communication purposes ·For delivery of university's public relations materials ·For production of Soka Alumni database and communication purposes ·For production of university badge and communication purposes ·For health and safety management ·For Institutional Research (IR) ·For other purposes including communication from the university ·For providing certain personal information to Sogaku Services ·For collection of information on student's condition in determining rooming for dormitory ·For determination of menus for welcome gatherings & school trips
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2. Personal information acquired while you are enrolled, and its use

The university will, during the period when you are enrolled, acquire the following personal information, and will utilize it accordingly.

Item	Personal information acquired	How it's used
Related to university register, curriculum, academic records and accreditation	(1) Course registration (2) Attendance in each course (3) Academic record for each course and evaluation of regular examinations, etc. (4) Acquisition of credits (5) Registration of teacher training course (6) Qualifications acquired during enrollment (7) Results of consultation regarding curriculum and academic record	<ul style="list-style-type: none"> ·To assist in providing educational guidance related to study or research ·To track academic records, credits, certification of completion, and various other materials ·To assist in communicating necessary matters related to school affairs, such as higher education and employment ·To utilize student portfolio ·For Institutional Research (IR) ·For administration of enrolled foreign students
Related to facilities and equipment	(1) Library usage (2) Personal email address, computer ID (3) Use of other facilities	<ul style="list-style-type: none"> ·To process and communicate procedures for using the library and resources ·To obtain an understanding of student needs or trends regarding the library's book collection and other facilities. Also for planning and producing of materials needed for carrying out these activities. ·To support study/research ·To utilize student portfolio ·For Institutional Research (IR)

<p>Related to university fees and scholarships</p>	<p>(1) Payment of university fees, etc. (2) Selection and acceptance of scholarships provided by the university or other institutions. (3) Procedures and schedules on returning the scholarship</p>	<p>-To request or communicate matters related to school fees, etc. -To communicate materials and information on selection of scholarship recipients -To process the various procedures including returning of scholarship -To process various procedures related to scholarship including consultations and guidance -For Institutional Research (IR) -For administration of enrolled foreign students</p>
<p>Related to health management</p>	<p>(1) Results of physical check up (2) Subjects of consultation at the health center (3) Matters discussed at student counseling room</p>	<p>-To implement and provide information on daily healthcare -To produce selection materials for study abroad screening -To produce statistical materials (anonymous) for studying measures related to the healthcare of the university's students -For Institutional Research (IR)</p>
<p>Related to welfare</p>	<p>(1) Information obtained from various applications, notifications, reports, etc. (2) Information on extracurricular activities, clubs, volunteer activities, etc. (3) Information on vehicles, insurance policies, driver's licenses for vehicle registration. (4) Information to certify identification such as foreign resident registration, permit for unqualified activities, visa, etc. (5) Photograph (for identification, etc.) (6) Photographs, images, sounds, etc. taken during classes, extracurricular activities, and various other events</p>	<p>-To support and communicate necessary matters related to on-campus guidance -To support and communicate necessary matters related to on-campus welfare procedures -To be attached to student ID's, for school affairs and education, and for providing guidance and off-campus protection, etc. -After obtaining the consent of each student, to promote public relations through the university's on-campus magazines, brochures, campus guide, entrance requirements, PR videos, and website, etc. -To utilize in the student portfolio -For administration of enrolled foreign students</p>
<p>Related to career options and job placement</p>	<p>(1) Information on career and job placement (2) Information on career support card (3) Information on career related consultation</p>	<p>-To provide information on students' career path -For providing consultation and guidance on career options -To produce statistical materials to consider measures on job placement -To manage information necessary for supporting students' career path and career options. -To utilize in the student portfolio -For Institutional Research (IR)</p>

3. Personal information acquired after you graduate, and its use

The university will, after you graduate, acquire the following personal information, and will utilize it accordingly.

Item	Personal information acquired	How it's used
Alumni Meeting (Soka Alumni Association (Soyu-kai), Kaiyu-kai)	① Name ② Gender, Birth year/month/date ③ Address, phone number ④ Place of employment, phone number ⑤ History of donations ⑥ Family member's and guardian's name, address, contact information	-For delivery to custodians of documents related to scheduled enrollment -For delivery of documents related to donation services -To rely on support of enrolled students who are job-hunting. -In order to request the cooperation of public relations activities of Soka Alumni Association -To manage the member database used for the office system -To communicate and deliver papers relating to returning of scholarships. -To provide personal data relating the returning of scholarships of the enrolled students to the third party. -For production of the family member's and guardian's, (Kaiyu-kai) database and communication purposes -For Institutional Research (IR)

II. Sharing Personal Information of Students et al. with Third Parties

1. Matters deemed beneficial for the student's education and guidance, such as academic record, attendance, accreditation, certification of completion, etc. will be provided to the student's custodian or guarantor.
2. Students' academic records and accreditation will be provided to institutions of higher education and employment.
3. If required by a medical institution when a student is hurt or sick, or as a result of a physical examination, matters discussed in the student counseling room or sick room, medical histories obtained from high school, and health matters that require attention will be provided to the relevant medical institution.
4. Photographs, images, or sounds recorded during class, extracurricular activities, and various other events may be used for the university's education or PR activities, and may be provided to a third party.
5. Students' names and registration numbers will be provided to the student association, club federation, and executive council of all dormitories as deemed necessary.

6. When deemed necessary for a student's education, his or her name, address, etc. may be provided to organizations that support the university, such as Sogaku Services.
7. Results of students advancing to higher education or employment will be included anonymously in brochures or in reference materials for the guidance of younger students, or will be distributed to them.
8. If related to returning scholarships of the enrolled students, his or her name, address, etc. may be provided to the scholarship organizations.

On handling the protection of personal information

(Reference material)

At Soka University (hereinafter “the university”), we maintain a database of personal information that is deemed necessary for university administration. The information relates to students, entrance examinees, custodians, members of the faculty, and all those concerned.

In accordance with the law on the protection of personal information implemented in April 2005, while strictly following the rules and regulations, as well as the policies set forth by the Minister of Education, Culture, Sports, Science and Technology of Japan, the university endeavors to protect all personal information. For this purpose, the university is implementing an internal set of rules (Soka University Regulations for the Protection of Personal Information) regarding the acquisition, management, utilization, disclosure and provision of personal information. We also endeavor to protect and appropriately use personal information by holding training sessions for members of the faculty and the entire university.

At the same time, we constantly evaluate and make revisions necessary for upholding the rules and the ordinance.

Obligations of faculty members

Current and past members of the faculty are not allowed to disclose or unduly use personal information acquired through school affairs. Person doing so may be prosecuted.

System for protecting personal information

For appropriate management and protection of personal information, the university has appointed one of its trustees to supervise the handling of personal information. We also have appointed personnel in every faculty and department to maintain the protection of personal information.

In addition, we have established a “Soka University Information Management Committee” for deliberation on important matters related to the protection of personal information. This committee holds discussions whenever required.

How we use personal information

When dealing with personal information required for education or research, we specify the purpose of its use and endeavor to keep its use within the range specified.

How we acquire personal information

The university acquires personal information within the required range of utilization in a justifiable way. In case of acquisition of personal information, the purpose of utilization will be disclosed to the relevant person. When the purpose of utilization is changed, the relevant person will be notified.

Maintaining accurate personal data safely

The university will continue to update accurate personal data. Moreover, we take necessary measures to prevent leakage, displacement and damaging of personal data.

The university will appropriately instruct and supervise members of the faculty in the handling of personal data. If assigning an outside contractor to deal with the university's data whether in whole or in part, we will take necessary precautions to protect personal information, while at the same time providing such contractor with necessary instructions and supervision.

Restrictions on disclosure to third parties

The university will not provide personal data to any third party without the consent of the relevant person. However, in exclusive cases, when legally required, we will abide by the law.

Sharing use of personal data with Soka Alumni Association

Under the statement, "Act on the Protection of Personal Information" (Article 23, Paragraph 4, No. 3), the university and the Soka Alumni Association will share personal data of the graduate's.

(Items shared with the Soka Alumni Association)

Name, Gender, Birth year/month/date, Address, Phone number, Place of employment/phone number, History of donations, Family member's and guardian's name/address/contact information.

(Range of party utilizing these items)

Soka University and Soka Alumni Association

(Purpose of use between the parties)

- ① For delivery to custodians of documents related to scheduled enrollment
- ② For delivery of documents related to donation services
- ③ To rely on support of enrolled students who are job-hunting.
- ④ In order to request the cooperation of public relations activities of Soka Alumni Association
- ⑤ To manage the member database used for the office system
- ⑥ To communicate and deliver papers relating to returning of scholarships.
- ⑦ To provide personal data relating the returning of scholarships of the enrolled students to the third party.
- ⑧ For production of the family member's and guardian's, (Kaiyu-kai) database and communication purposes
- ⑨ For Institutional Research (IR)

(The names of the ones who are responsible of managing the personal data)

Soka University--- Person in charge of the overall personal information of Soka University, as well as, personal information manager of each organization.

Soka Alumni Association--- Executive Office of Soka Alumni Association.

Disclosing, revising, and suspending utilization of personal data

It is possible to demand that student data acquired by the university be disclosed. In the same way, it can also be revised, added to, or deleted, and its use can be suspended or cancelled.

Upon receipt of such a request, the university will promptly respond in accordance with the law and notify the relevant person of the result.

You can obtain a request form for disclosure, etc and submit it at the following offices:

- (1) For students of Bekka (intensive Japanese language program) and exchange students: International Section
- (2) For faculty members: Personnel Section, Personnel Department
- (3) For others: the organization holding the personal data
- (4) This requires the confirmation of the relevant person and therefore requires a copy of that person's student ID or license. A handling charge of ¥500 is required for disclosure.

If a special procedure is required for outputting the data, further expense may be incurred.

● Inquiries

If you have any questions or need further information, please contact:

General Affairs Section, General Affairs Department

Soka University

Address: 1-236 Tangi-cho, Hachioji, Tokyo, 192-8577

Tel: 042-691-2215

Fax: 042-691-9300

Office hours: Weekdays 9:00~17:00