

CONSENT FOR THE TREATMENT OF PERSONAL DATA FOR ONLINE EXCHANGE PROGRAM

For management and student registration purposes in the University of Tsukuba, we would like to collect your personal data requested in this form. You may at any time object to the use of your data for this purpose by writing to the address of the Top Global University Project Office (sp.global@un.tsukuba.ac.jp). You can find below all the necessary information concerning this process related to your personal data and the reminder of your rights.

Personal data we collect

The personal data are as follows:

- Personal contact details such as your name, home address, email address, and phone number.
- Personal details such as birth, gender, nationality/citizenship, and a photograph.
- Identity personal data such as passport (number, date of issue, date of expiry, place of birth, marital status) and student ID information.
- A copy of your Driving License and your motor vehicle inspection certificate.
- Academic history before studying at the University of Tsukuba including the name of your higher education, your GPA (grade Point Average), your activities and achievements, your language proficiency certificate (if you are not a native Japanese speaker) and your academic certificates.
- Work history or work experience details including organization name, position and achievement where required.
- Information including your specific requests, preferences, feedback, and survey responses.
- Data which have been generated during your time at the University of Tsukuba (study and assessment).
- Data when you access or use the resource of the University of Tsukuba (library, websites, virtual, learning environments).

How we collect your personal data?

Personal data are collected directly from you when you:

- Request or enquire any information of the University of Tsukuba to be sent to you.
- Complete an online application system.
- Access any web account on the platforms of the University of Tsukuba.
- Request certificates or information regarding your study period at the University of Tsukuba.

How we use your personal data?

We may process your personal data because it is necessary for the performance of a task carried out in the public interest. For fulfilling this respect, we use your personal data for the following:

- To manage the accommodation service.
- To provide library, IT and information services.
- To provide study support service.
- To provide our course details and schedules, exchange programs and other events.
- To provide an exchange program for study outside Japan.
- To collect feedback from you.
- To administer financial documents, statements, and receipts.
- To ensure your safety and security.
- To evaluate your work performance according to our internal personnel evaluation standards.
- To process your personal data which you provide additionally for other purposes.
- To monitor your interactions and contact you if necessary to offer support.
- To use your name for your email address.
- To evaluate and monitor the performance and effectiveness of the University of Tsukuba, including training and monitoring of our staff performance according to our internal and external personnel evaluation standards.

We may also process your personal data in relation to compliance with our legal obligations and our missions. For fulfilling this, we may use your personal data for the following:

- Diplomas and degree verification.
- Compliance with our regulatory and legal obligation.
- Prevention and detection of crime.

If you access certain optional services, we will ask for your consent for data processing. We may further process your personal data because it is necessary for the performance of a contract with you or in order to take a step at your request prior to entering the contract. For fulfilling this respect, we use your personal data for the following:

- To provide your personal data to foreign education/research institutions.
- To provide student support service in the University of Tsukuba including additional learning support, Careers and Advising Services, and psychological counseling.

Information such as health or religion may be considered “sensitive personal data” under the General Data Protection Regulation (“GDPR”). These personal data might include information necessary to fulfill medical purposes or to protect your or other person’s vital interests. We are only prepared to accept sensitive personal data on the condition that we have your explicit consent.

How long do we keep your personal data?

Your personal data that we collected either through the application process or directly from you will only be kept for a period, that is set base on the legal requirements of the national and local authorities in Japan.

Your rights

Once your personal data has been collected, you have the right:

- To request an access to a copy of your personal data that we hold.
- To rectify or erase your personal data.
- To restrict or object to processing concerning your personal data.
- To ask for a copy of your personal data in a format that allows easy transfer (“data portability”).
- To withdraw consent at any time without affecting the lawfulness of processing based on consent before this withdrawal.

How we protect your personal data?

We are improving security measures to protect your personal data as well as information security policies that must be read and understood by all members of staff. Personal data is only available to those members of staff who require access as part of their duties.

We may update this Privacy Policy at any time. The most current version will be available on our website or it can be sent to you by e-mail.

You may exercise the rights described above by writing to the University of Tsukuba at the following email address: sp.global@un.tsukuba.ac.jp

I agree with the treatment of the protection of personal data mentioned above.

Date(dd/mm/yyyy): / /

Name:

Signature: