

○ Guidelines on Scope of Usage of Specific Personal Information, etc. at Kobe University

(Enacted on December 22, 2015)

Revised on October 28, 2019

(Purpose)

Article 1 These Guidelines provide for the necessary matters in connection with the scope, etc., of Specific Personal Information, etc. used in Kobe University (hereinafter referred to as "University") pursuant to the provisions of Article 4 of the Kobe University Rules for the Management of Personal Information (enacted on March 17, 2005).

(Scope of Usage of Specific Personal Information, etc.)

Article 2 Scope of the duties that involve use of Individual Numbers at the University, the main scope of the Specific Personal Information, etc. that will be used within said duties, persons who will be performing said duties, and the areas in which said duties will be performed (hereinafter referred to as "Handling Division") are as specified in Appended Table.

2 The Protection Manager shall put in place in each Handling Division any necessary measures to prevent the leakage, loss, or damage of Specific Personal Information, as well as any other measures required to ensure proper management of Specific Personal Information, etc.

Supplementary Provisions

These Guidelines come into effect from January 1, 2016.

Supplementary Provisions (October 28, 2019)

These Guidelines come into effect from November 1, 2019.

Appended Table 1 (Re: Art. 2)

Scope of Duties That Involve Usage of Individual Numbers		Main Scope of Specific Personal Information, etc. to be Used	Concerned Personnel	Handling Division
Tax Related	Duties related to creation of legal records (including duties related to withholding (at source))	Individual Numbers, names, birthdates, addresses, etc., of the Staff and their dependent relatives, etc.	Personnel Division Human Resources and Salary Group	Personnel Division
			Accounting and Procurement Division Revenues and Expenditures Group	Accounting and Procurement Division
	Duties related to asset accumulation savings	Individual Numbers, names, birthdates, addresses, etc., of the Staff	Personnel Division Welfare Group	Personnel Division
Social Security Related	Duties related to health insurance, mutual aid associations, and employees pension insurance	Individual Numbers, names, birthdates, addresses, etc., of the Staff, their spouses who fall within Pension Insurance Group 3, and dependent relatives of the Staff, etc.	Welfare Section of the General Affairs Division of the School of Medicine	General Affairs Division of the School of Medicine
			Personnel Division Welfare Group	Personnel Division
	Duties related to workers' accident compensation		Personnel Division Welfare Group	Personnel Division

	insurance and unemployment insurance	Individual Numbers, names, birthdates, addresses, etc., of the Staff	Welfare Section of the General Affairs Division of the School of Medicine	General Affairs Division of the School of Medicine
Duties related to gathering of Individual Numbers necessary for performing the duties prescribed above		Same as above	Personnel Division Welfare Group	Personnel Division
Duties related to grant applications from upper secondary schools and other places of education, and duties related to gathering of any Personal Information necessary for performing said duties		Individual Numbers, designations, birthdates, addresses, etc., of custodians of students of Secondary School attached to Kobe University and School for Children with Intellectual Disabilities attached to Kobe University	Attached Schools' Department Internal Affairs and Secondary Education Schools Group	Attached Schools' Department