

(Purpose)

Article 1 The purpose of these Rules is to stipulate the necessary matters for proper management of the retained personal information and the retained specific personal information, etc. based on Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc. (Act No. 59 of 2003; hereinafter referred to as the "IAA Personal Information Protection Act"), Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures (Act No. 27 of 2013; hereinafter referred to as the "Numbers Act"), and the Guidelines on Management of Personal Information Held by Kobe University (enacted on March 17, 2005).

(Definitions)

- Article 2 Definition of the term "Personal Information" as used in these Rules is as stipulated in Article 2, paragraph 2 of the IAA Personal Information Protection Act.
- 2 Definition of the term "Individual Identification Code" as used in these Rules is as stipulated in Article 2, paragraph 3 of the IAA Personal Information Protection Act.
 - 3 Definition of the term "Special Care-required Personal Information" as used in these Rules is as stipulated in Article 2, paragraph 4 of the IAA Personal Information Protection Act.
 - 4 Definition of the term "Retained Personal Information" as used in these Rules is as stipulated in Article 2, paragraph 5 of the IAA Personal Information Protection Act, and refers to information held by Kobe University (hereinafter referred to as "University").
 - 5 Definition of the term "Personal Information held by Teachers" as used in these Rules is the information managed by a teacher or a teachers' organization among the Retained Personal Information prescribed in the preceding paragraph .
 - 6 Definition of the term "Personal Information File" as used in these Rules is as stipulated in Article 2, paragraph 6 of the IAA Personal Information Protection Act.
 - 7 Definition of the term "Anonymized Personal Information" as used in these Rules is as stipulated in Article 2, paragraph 9 of the IAA Personal Information Protection Act.
 - 8 Definition of the term "Anonymized Personal Information File" as used in these Rules is as stipulated in Article 2, paragraph 10 of the IAA Personal Information Protection Act.
 - 9 Definition of the term "Individual Number" as used in these Rules is as that stipulated in Article 2, paragraph 5 of the Numbers Act.
 - 10 Definition of the term "Specific Personal Information" as used in these Rules is as stipulated in Article 2, paragraph 8 of the Numbers Act.
 - 11 The term "Specific Personal Information, etc." as used in these Rules refers to Individual Numbers and Specific Personal Information.
 - 12 The term "Retained Specific Personal Information, etc." as used in these Rules refers to Specific Personal Information, etc., and is information held by the University.
 - 13 Definition of the term "Specific Personal Information File" as used in these Rules is as stipulated in Article 2, paragraph 9 of the Numbers Act.
 - 14 Definition of the term "Departments, etc." as used in these Rules refers to various organizations, various faculties, various research departments, various general organizations for research management, Research Institute for Economics and Business Administration, Attached Schools' libraries, The University Hospital Attached to the School of Medicine, Attached Schools' Departments, various core research organizations, Graduate School of

Agricultural Science Attached to the Food Resources Education and Research Center, various on-campus joint infrastructure organizations, the Administrative Offices (including Strategic Planning Headquarters, Auditing Office, and Internal Control Office) and offices established according to the provisions of Article 18, paragraph 1 of the Rules of the National University Corporation Kobe University (enacted on April 1, 2004).

(Management System)

- Article 3 One General Personal Information Protection Manager (hereinafter referred to as "General Protection Manager") shall be appointed at the University, who shall serve as Executive Vice President appointed by the President.
- 2 A Personal Information Protection Manager (hereinafter referred to as "Protection Manager") shall be appointed at the University, who shall serve as head of Departments, etc.
 - 3 A Personal Information Protection Sharing Manager (hereinafter referred to as "Protection Sharing Manager") and Personal Information Protection In-charge (hereinafter referred to as "Protection In-charge") shall be appointed at the University as stated in the Appended Table.
 - 4 Notwithstanding the provision of the preceding paragraph, teachers from the Departments, etc. shall act as the Protection In-charge shall concerning the management of the Personal Information held by Teachers.
 - 5 An Auditor shall be appointed at the university, who shall serve as the Planning Department Head.
 - 6 The General Protection Manager shall administrate the operations involved in management of the Retained Personal Information, the Anonymized Personal Information, and the Retained Specific Personal Information (hereinafter referred to as "Retained Personal Information, etc.") at the University.
 - 7 The Protection Manager shall appropriately manage the Retained Personal Information, etc.
 - 8 The Protection Sharing Manager shall assign the duties of the Protection Manager and appropriately manage the Retained Personal Information, etc., and if the Retained Personal Information, etc. is handled using an information system, the system shall be managed appropriately in coordination with the administrator of said information system.
 - 9 The Protection In-charge shall assist the Protection Manager (the Protection Sharing Manager in the case of an office organization) and shall be in charge of the office concerned with the management of the Retained Personal Information, etc.
 - 10 The Auditor shall carry out an audit of the state of management of the Retained Personal Information, etc.

(Limitations, etc. on Retention of Personal Information)

Article 4 Concerning the retention of the Personal Information, an officer or staff (including temporary staff; hereinafter referred to as "Staff" till Article 8.) who handles the Retained Personal Information shall only do so to execute University duties (duties that the University executes pursuant to the provision of Article 22 of the National University Corporation Act (Act No. 112 of 2003). The same applies hereinafter.), and shall specify the purpose of using said information, as much as possible.

- 2 The Staff must not retain the Personal Information for a usage purpose (hereinafter referred to as "Usage Purpose") that exceeds the parameters necessary to meet the Usage Purpose specified pursuant to the provision of the preceding paragraph.
- 3 When changing the Usage Purpose, the Staff must not go beyond the scope that is reasonably deemed to have considerable relevance to the original Usage Purpose.

(Clarification of Usage Purpose)

Article 5 When the Staff acquires directly from a person a written record on which the person's Personal Information (includes electromagnetic records) is recorded, the Usage Purpose shall be made clear ahead of time to said person, with the exception in the circumstances set forth below:

- (1) When it is necessary to protect a person's life, body, or property due to an emergency;
- (2) When clarifying the Usage Purpose to the person whose Personal Information is to be used could result in risk of harming the life, body, property, or other rights and interests of said person or a third party;
- (3) When clarifying the Usage Purpose to the person whose Personal Information is to be used could result in damage to the proper execution of duties or administration conducted by national government organs, independent administrative institutions, local governments, or local independent administrative institutions;
- (4) When the Usage Purpose is deemed to be clear as per the conditions under which it was acquired.

(Proper Acquisition)

Article 6 The Staff must not acquire Personal Information through fabrication or other illegal means.

(Guarantee of Accuracy)

Article 7 The Staff must endeavor to keep said Retained Personal Information (excluding information that fall under the Anonymized Personal Information (information limited to items that consist of the Anonymized Personal Information Files.). The same applies for the immediately following article.) consistent with the past or the present facts within the parameters necessary to meet the Usage Purpose.

(Limitations of Usage and Provision)

Article 8 Except the cases pursuant to laws and regulations, the Staff must not themselves use the Retained Personal Information, or provide the Retained Personal Information for a purpose other than the stated Usage Purpose.

2 Notwithstanding the provision of the preceding paragraph, the Staff may themselves use the Retained Personal Information, or provide the Retained Personal Information for a purpose other than the given Usage Purpose in cases that correspond to any of the items set forth below, and when it is deemed that the usage or provision of said Retained Personal Information for a purpose other than the stated Usage Purpose does not pose a risk of infringing on the rights and interests of the person whose Personal Information will be used or on those of a third party:

- (1) When the consent of the person whose Personal Information will be used is obtained, or when the information is to be provided to said person;
- (2) When the Retained Personal Information is used internally to an extent necessary to perform the duties of the University, and there are adequate grounds for the use of said Retained Personal Information;
- (3) When the Retained Personal Information is provided to an administrative organ (administrative organ as defined in Article 2 paragraph 1 of the Act on the Protection of Personal Information Held by Administrative Organs (Act No. 58 of 2003)), other independent administrative institution, a local government, or a local independent administrative institution, the recipient of the provided Retained Personal Information uses the provided Personal Information to the extent necessary for the execution of administration or duties pursuant to laws and regulations, and there are adequate grounds with regard to the use of said Personal Information;
- (4) In addition to the cases set forth in the preceding (3), when the Retained Personal Information is provided for a purpose of creating exclusive statistics or scientific research, when the provision of the information to a party other than the person whose information will be used will clearly benefit that person, and when there is some special reason for providing the Retained Personal Information.

3 The provisions of the preceding paragraph do not obstruct the application of provisions pursuant to the laws and regulations limiting the usage or provision of the Retained Personal Information.

4 When it is found particularly necessary to protect the personal rights and interests, the General Protection Manager shall limit the University's internal use of the Retained Personal Information for a purpose other than the original Usage Purpose to a specific Staff.

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

Article 9 At the university, the scope of administration that uses the Individual Number, the scope of use the Specific Personal Information, etc.in said administration, and the persons among officers or staffs (including temporary staffs) who engage in said administration work shall be stipulated separately by the General Protection Manager.

(Personal Information File Register)

Article 10 When retaining the Personal Information Files (excluding matters not mentioned in the Personal Information Files pursuant to the provisions set forth in Article 11, paragraph 2 and provisions of Article 11, paragraph 3 of the IAA Personal Information Protection Act. The same applies hereinafter.) or the Specific Personal Information Files, the Protection Manager shall immediately create a Personal Information File using a separate form, and submit the same to the General Protection Manager.

- 2 When it is discovered that there are matters that should be changed in a Personal Information File, the Protection Manager shall immediately revise said Personal Information File, and submit the same to the General Protection Manager.
- 3 When a Personal Information File published in the Personal Information File Register is no longer held, or when the Personal Information File corresponds to Article 11, paragraph 2, item (7) of the Act, the Protection Manager shall speak to the General Protection Manager without delay so as to delete the entries regarding said Personal Information File.
- 4 When it is deemed that some of the information in the Personal Information File corresponds to the Anonymized Personal Information, the Protection Manager shall enter in the Personal Information File the matters pursuant to Article 44-3 of the IAA Personal Information Protection Act.
- 5 When the Anonymized Personal Information is created, the Protection Manager shall enter in the Personal Information File the matters pursuant to Article 44-11 of the IAA Personal Information Protection Act.
- 6 The General Affairs Department and General Affairs Division shall make the Personal Information Files available for regular inspection as well as disclose the same on the Kobe University website.

(Miscellaneous Provisions)

Article 11 Any necessary matters relating to the management of the Retained Personal Information, etc. other than those pursuant to the provisions of these Rules shall be specified separately.

Supplementary Provisions

These Rules come into effect from April 1, 2005.

Supplementary Provisions (February 26, 2020)

These Regulations come into effect from February 26, 2020.

Appended Table (Re: Art. 3)

| Administrative Organization Divisions | | Protection Sharing Manager | Protection In-charge |
|---------------------------------------|--------------------------|--------------------------------------|--|
| General Affairs Department | General Affairs Division | Head of the General Affairs Division | Deputy Head, Head, or Section Head appointed |

| | | | |
|---|---|---|---|
| | Communications Division | Head of the Communications Affairs Division | by the Protection Sharing Manager |
| | Personnel Division | Head of the Personnel Affairs Division | |
| | Operations Support Office | Head of the Operations Support Office | |
| Planning Department | Planning Division | Head of the Planning Division | Deputy Head or Section Head appointed by the Protection Sharing Manager |
| | Alumni Affairs and Endowments Division | Head of the Alumni Affairs and Endowments Division | Section Head appointed by the Protection Sharing Manager |
| Department for Research Management and External Cooperation | Division of Research Management | Head of the Division of Research Management | Deputy Head or Section Head appointed by the Protection Sharing Manager |
| | Division for the Promotion of Industry-University Cooperation | Head of the Division for the Promotion of Industry-University Cooperation | |
| | Advanced and Integrated Research Division | Head of the Advanced and Integrated Research Division | Office Staff appointed by the Protection Sharing Manager |
| International Affairs Department | International Affairs Planning Division | Head of the International Affairs Planning Division | Deputy Head or Section Head appointed by the Protection Sharing Manager |
| | International Exchange Division | Head of the International Exchange Division | |
| Finance Department | Financial Planning Division | Head of the Financial Planning Division | |
| | Financial Strategy Division | Head of the Financial Strategy Division | |
| | Accounting and Procurement Division | Head of the Accounting and Procurement Division | |
| Student Affairs Department | Student Affairs Division | Head of the Student Affairs Division | |
| | Student Support Division | Head of the Student Support Division | |
| | Admission Division | Head of the Admission Division | |
| | Career Support Division | Head of the Career Support Division | |
| Facilities Department | | Head of the Facilities Planning Division | |
| Faculty of Global Human Sciences | Tsurukabuto 1st Campus Administration Division | Head of the Tsurukabuto 1st Campus Administration Division | Section Head of the Tsurukabuto 1st Campus Administration Division |
| | Tsurukabuto 2nd Campus Administration Division | Head of the Tsurukabuto 2nd Campus Administration Division | Section Head of the Tsurukabuto 2nd Campus Administration Division |
| Administration Department of the School of Medicine | General Affairs Division | Head of the General Affairs Division | Head of the General Affairs Section (University Hospital) |
| | Financial Management Division | Head of the Financial Management Division | Head of the Accounting General Section |
| | Facilities Management Division | Head of the Facilities Management Division | Head of the Facilities Planning Division Section |
| | Hospital Management | Head of the Hospital | Section Head appointed |

| | | | |
|--|---|--|---|
| | Planning Division | Management Planning Division | by the Protection Sharing Manager |
| | Student Affairs Division | Head of the Student Affairs Division | Head of the General Affairs Section |
| | Research Support Division | Head of the Research Support Division | Head of the Research Planning Section |
| | Hospital Medical Affairs Division | Head of the Hospital Medical Affairs Division | Head of the Hospital Medical Affairs Section |
| | Patient Service Division | Head of the Patient Service Division | Head of the Patient Service Section |
| | International Clinical Cancer Research Center Administration Department | International Clinical Cancer Research Center Administration Department | Section Head appointed by the Protection Sharing Manager |
| Administration Department of the Graduate School of Health Sciences | | Head of the Administration Department of the Faculty of Health Sciences | Head of the General Affairs Section |
| Administration Department of the Graduate School of Engineering | General Affairs Division | Head of the General Affairs Division | Deputy Head or Section Head appointed by the Protection Sharing Manager |
| | Accounting Division | Head of the Accounting Division | Section Head appointed by the Protection Sharing Manager |
| | Student Affairs Division | Head of the Student Affairs Division | Head of the Student Affairs Section |
| Administration Department of the Graduate School of Maritime Sciences | | Head of the Administration Department of the Faculty of Maritime Sciences | Head of the General Affairs Section |
| Administration Department of University Library | | Head of the Information Processing and Management Division | Head of the Planning Section |
| Administration Department of Attached Schools | | Head of the Administration Department of Attached Schools | Section Head appointed by the Protection Sharing Manager |
| | | | Administrative Section Head of the School of Kindergarten and Elementary School |
| | | | Administrative Section Head of the Special Support School |
| Administration Department of the Information Science and Technology Center | | Head of the Administration Department of the Information Science and Technology Center | Head of the Information Planning Section |
| Administration Department of the Letters, Agriculture and Sciences Campus, Administration Division of the Graduate School of Humanities | | Head of the Administration Division of the Graduate School of Humanities | Head of the General Affairs Section |
| Administration Department of the Letters, Agriculture and Sciences Campus, Administration Division of the Graduate School of Science | | Head of the Administration Division of the Graduate School of Science | Head of the General Affairs Section |
| Administration Department of the Letters, Agriculture and Sciences Campus, Administration Division of the Graduate School of Agricultural Science | | Head of the Administration Division of the Graduate School of Agricultural Science | Head of the General Affairs Section |
| Administration Department of the Letters, Agriculture and Sciences Campus, Administration Division of the Graduate School of Science, Technology and | | Head of the Administration Division of the Graduate School of Science, Technology and | Section Head appointed by the Protection Sharing Manager |

| | | |
|--|--|---|
| Innovation | and Innovation | |
| Administration Department of Social Sciences, Administration Division of the Graduate School of Law | Head of the Administration Division of the Graduate School of Law | Head of the General Affairs Section |
| Administration Department of Social Sciences, Administration Division of the Graduate School of Economics | Head of the Administration Division of the Graduate School of Economics | Head of the General Affairs Section |
| Administration Department of Social Sciences, Administration Division of the Graduate School of Business Administration | Head of the Administration Division of the Graduate School of Business Administration | Head of the General Affairs Section |
| Administration Department of Social Sciences, Administration Division of the Graduate School of International Cooperation Studies | Head of the Administration Division of the Graduate School of International Cooperation Studies | Head of the General Affairs Section |
| Administration Department of Social Sciences, Administration Division of the Research Institute for Economics and Business Administration | Head of the Administration Division of the Research Institute for Economics and Business Administration | Head of the General Affairs Section |
| Auditing Office | Head of the Auditing Office | Deputy Head or Section Head appointed by the |
| Internal Control Office | Deputy Head of the Internal Control Office | Protection Sharing Manager |