

Regulation on the Protection, Etc. of Personal Information
Handled by The Public University Corporation, The University of Aizu

(Regulation No. 3, August 1, 2012)

(Regulation No.3, April 1, 2018)

ARTICLE ONE
(PURPOSE)

1.1 This Regulation stipulates the matters necessary for the enforcement of Fukushima Prefectural Personal Information Protection Ordinance (Fukushima Prefectural Ordinance No. 71 of 1994; hereinafter, the “ORDINANCE”) with respect to the protection, etc. of personal information handled by The Public University Corporation, the University of Aizu.

ARTICLE TWO
(FORMS)

2.1 Form No. 1 shall be used for the personal information handling affairs register under Paragraph 1 of Article 5 of the ORDINANCE.

2.2 Each of the following forms shall be used respectively for the Written Request under the relevant provision of the ORDINANCE stated:

2.2.1 The request form under Paragraph 1 of Article 14 of the ORDINANCE: Personal Information Disclosure Written Request Form (Form No. 2).

2.2.2 The request form under Paragraph 1 of Article 20 of the ORDINANCE: Personal Information Correction Written Request Form (Form No. 3).

2.2.3 The request form under Paragraph 1 of Article 21-6 of the ORDINANCE: Personal Information Use Suspension Written Request Form (Form No. 4).

2.3 The following notice forms shall be used for the respective Notices as stated:

2.3.1 Notice pursuant to Paragraph 2 of Article 15 of the ORDINANCE (when disclosing all retained personal information): Notice of Personal Information Disclosure Decision (Form No. 5).

2.3.2 Notice pursuant to Paragraph 2 of Article 15 of the ORDINANCE (when disclosing part of retained personal information): Notice of Personal Information Partial Disclosure Decision (Form No. 6).

2.3.3 Notice pursuant to Paragraph 2 of Article 15 of the ORDINANCE (when disclosing no retained personal information): Notice of Personal Information Non-Disclosure Decision (Form No. 7).

2.3.4 Notice pursuant to Paragraph 4 of Article 15 of the ORDINANCE: Notice of Period Extension for Personal Information Disclosure Decision, Etc. (Form No. 8).

2.3.5 Notice pursuant to Paragraph 5 of Article 15 of the ORDINANCE: Notice of Application of Exception to Due Date for Personal Information Disclosure Decision, Etc. (Form No. 9).

2.3.6 Notice pursuant to Paragraph 6 of Article 15 of the ORDINANCE: Notice of Grant of Opportunity to Submit Written Opinion (Form No. 10).

2.3.7 Notice pursuant to Paragraph 7 of Article 15 of the ORDINANCE (including where applying mutatis mutandis pursuant to Article 23-3 of the ORDINANCE): Notice Pertaining to the Disclosure of Retained Personal Information (Form No. 11).

2.3.8 Notice pursuant to Paragraph 1 of Article 15-2 of the ORDINANCE: Notice of Transfer of Personal Information Disclosure Request Case (Form No. 12).

- 2.3.9 Notice pursuant to Paragraph 2 of Article 21 of the ORDINANCE (when correcting all retained personal information): Notice of Personal Information Correction Decision (Form No. 13).
- 2.3.10 Notice pursuant to Paragraph 2 of Article 21 of the ORDINANCE (when correcting part of retained personal information): Notice of Personal Information Partial Correction Decision (Form No. 14).
- 2.3.11 Notice pursuant to Paragraph 2 of Article 21 of the ORDINANCE (when correcting no retained personal information): Notice of Personal Information Non-Correction Decision (Form No. 15).
- 2.3.12 Notice pursuant to Paragraph 5 of Article 21 of the ORDINANCE: Notice of Period Extension for Personal Information Correction Decision, Etc. (Form No. 16).
- 2.3.13 Notice pursuant to Paragraph 6 of Article 21 of the ORDINANCE: Notice of Application of Exception to Due Date for Personal Information Correction Decision, Etc. (Form No. 17).
- 2.3.14 Notice pursuant to Paragraph 1 of Article 21-2 of the ORDINANCE: Notice of Transfer of Personal Information Correction Request Case (Form No. 18).
- 2.3.15 Notice pursuant to Article 21-3 of the ORDINANCE: Notice Pertaining to Correction of Retained Personal Information (Form No. 19).
- 2.3.16 Notice pursuant to Paragraph 2 of Article 21-7 of the ORDINANCE (when suspending the use of all retained personal information): Notice of Personal Information Use Suspension Decision (Form No. 20).
- 2.3.17 Notice pursuant to Paragraph 2 of Article 21-7 of the ORDINANCE (when suspending the use of part of retained personal information): Notice of Personal Information Partial Use Suspension Decision (Form No. 21).
- 2.3.18 Notice pursuant to Paragraph 2 of Article 21-7 of the ORDINANCE (when not suspending the use of retained personal information): Notice of Personal Information Use Non-Suspension Decision (Form No. 22).
- 2.3.19 Notice pursuant to Paragraph 5 of Article 21 of the ORDINANCE applying mutatis mutandis pursuant to Paragraph 5 of Article 21-7 of the ORDINANCE: Notice of Period Extension for Personal Information Use Suspension Decision, Etc. (Form No. 23).
- 2.3.20 Notice pursuant to Paragraph 6 of Article 21 of the ORDINANCE applying mutatis mutandis pursuant to Paragraph 5 of Article 21-7 of the ORDINANCE: Notice of Application of Exception to Due Date for Personal Information Use Suspension Decision, Etc. (Form No. 24).
- 2.3.21 Notice pursuant to Article 23-2 of the ORDINANCE: Notice of Review Board Consultation (Form No. 25).

ARTICLE THREE

(MATTERS TO BE REGISTERED AS PART OF PERSONAL INFORMATION HANDLING AFFAIRS)

- 3.1 The matters to be stipulated by the Chairperson of the Board of Executives under Item 7 of Paragraph 1 of Article 5 of the ORDINANCE shall be as follows:
- 3.1.1 The category of registration of the personal information handling affairs.
- 3.1.2 A summary of the processing conducted for the personal information handling affairs.

ARTICLE FOUR

(NECESSARY DOCUMENTS FOR IDENTIFYING INDIVIDUAL CONCERNED, ETC.)

- 4.1 The documents to be stipulated by the Chairperson of the Board of Executives as

prescribed in Paragraph 2 of Article 14 of the ORDINANCE (including where applying mutatis mutandis pursuant to Paragraph 4 of Article 16, Paragraph 3 of Article 20, or Paragraph 2 of Article 21-6 of the ORDINANCE) as necessary to prove that the individual concerned is the person to whom the retained personal information in the disclosure request pertains, or is that person's statutory representative, shall be as follows:

4.1.1 Where the individual concerned makes a request, any one of the documents listed in 4.1.1.a; provided, however, that if a document listed in 4.1.1.a cannot be produced, then any two documents listed in 4.1.1.b.

4.1.1.a Driver's license, passport, mariner's identity ledger, seamen's competency certificate, hunting rifle / air gun possession license, war invalid identity ledger, real estate transaction specialist license, electrician's license, radiotelephone operator's license, physically disabled person's identity ledger, or any other identification card or certificate of qualification containing a photograph of the individual concerned issued by an organ of the State or a local government (hereinafter "GOVERNMENT AUTHORITY"); or a photo identification card issued by a "school" as prescribed in the School Education Act (Act No. 26 of 1947).

4.1.1.b A certificate of insured status for health or other insurance; a pension book; pension certificate for the national pension or other annuity; a student card; or any other document that the Chairperson of the Board of Executives considers appropriate for the purpose of confirming the identity of the individual concerned.

4.1.2 Where a statutory representative makes a request on behalf of the individual concerned, a document or documents listed in 4.1.1 pertaining to the statutory representative, and either an extract of his or her family register, a certified copy of the ruling in the domestic relations adjudication pertaining to the ruling for commencement of guardianship, or any other document that the Chairperson of the Board of Executives considers appropriate for the purpose of confirming that statutory representative's status.

ARTICLE FIVE

(GRANT TO THIRD PARTY OF OPPORTUNITY TO SUBMIT WRITTEN OPINION, ETC.)

5.1 The matters to be stipulated by the Chairperson of the Board of Executives under Paragraph 6 of Article 15 of the ORDINANCE shall be the following:

5.1.1 The date of the disclosure request.

5.1.2 A description of the information relating to that third party contained in the retained personal information pertaining to the disclosure request.

5.1.3 The place where a written opinion is to be submitted, and the due date for submission.

ARTICLE SIX

(IMPLEMENTATION OF DISCLOSURE)

6.1 The disclosure of retained personal information pursuant to Paragraph 1 of Article 16 of the ORDINANCE shall be made on the date, at the time, and at the location that the Chairperson of the Board of Executives designates.

6.2 In the event that a person who pursuant to Paragraph 2 or Paragraph 3 of Article 16 of the ORDINANCE inspects, listens to, or watches an object on which retained personal information is recorded tampers with, defaces, or damages the object being inspected, listened to, or watched or is likely to commit such an act, the Chairperson of the Board of Executives may terminate or prohibit such inspection, listening or watching.

6.3 One copy shall be delivered pursuant to Paragraph 2 or Paragraph 3 of Articles 16 of the ORDINANCE per request.

ARTICLE SEVEN

(METHOD OF DISCLOSURE OF ELECTROMAGNETIC RECORDS)

7.1 The method to be stipulated by the Chairperson of the Board of Executives under Paragraph 2 of Article 16 of the ORDINANCE shall depend on the type of the electromagnetic records as stated in the following items, and shall be the method stipulated in that item for that type:

7.1.1 Electromagnetic records that can be output onto paper: inspection of an object output onto paper or delivery of a copy thereof, or inspection, listening to, or watching of an object reproduced by means of specialized equipment (limited to specialized equipment provided for the purpose of inspecting, listening to, or watching objects subject to a disclosure decision; the same shall apply hereinafter) or delivery of a duplicate thereof.

7.1.2 Electromagnetic records other than those described in 7.1.1: inspection, listening to, or watching of an object reproduced by means of specialized equipment, or delivery of a duplicate thereof.

ARTICLE EIGHT

(PUBLIC NOTICE OF SPECIAL MEASURES FOR DISCLOSURE REQUESTS)

8.1 In the event that pursuant to Paragraph 1 of Article 17 of the ORDINANCE the Chairperson of the Board of Executives specifies retained personal information for which a disclosure request can be made orally, the Chairperson of the Board of Executives shall give notice of the content of that information and the method of its disclosure on the website of the Public University Corporation, the University of Aizu.

ARTICLE NINE

(LIABILITY FOR COSTS)

9.1 The amounts to be stipulated by the Chairperson of the Board of Executives under Paragraph 1 of Article 18 of the ORDINANCE shall be as stipulated in Appended Table 1.

9.2 The amounts to be stipulated by the Chairperson of the Board of Executives under Paragraph 2 of Article 18 of the ORDINANCE shall be as stipulated in Appended Table 2.

9.3 Costs prescribed in Article 18 of the ORDINANCE shall be payable in advance.

ARTICLE 10

(HANDLING OF INDIVIDUAL IDENTIFICATION NUMBERS AND SPECIFIC PERSONAL INFORMATION)

10.1 Matters regarding the handling of Specific Personal Information mentioned Article 2, Item 6 of the Ordinance shall be determined separately by the Chairperson of the Board of Executives.

ARTICLE 11

(MISCELLANEOUS PROVISIONS)

11.1 Besides those provided for in this regulation, necessary matters regarding the protection of personal information shall be determined separately by the Chairperson of the Board of Executives.

ADDITIONAL PROVISIONS

These regulations shall be enforced as of August 1, 2012.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2015. However, the revised provisions of Article Four, Paragraph One (excluding the revised provisions of 4.1.1.a) and Article Four, Paragraph Two shall be enforced as of the date of the publication.

ADDITIONAL PROVISIONS

These regulations shall be enforced as of November 4, 2015.

ADDITIONAL PROVISIONS

These regulations shall be enforced as of April 1, 2018.

Appended Table 1 (For Article 9)

Category	Cost
1. Delivery of a copy produced using a copier	
a. Delivery of a copy (limited to a copy on JIS A3 size paper or smaller) produced using a copier (limited to a dry indirect electrostatic system copier; excluding a color copier)	¥10 per page
b. Delivery of a copy (limited to a copy on JIS A3 size paper or smaller) produced using a color copier (limited to a dry indirect electrostatic system copier)	¥30 per page
2. Delivery of a copy produced in any manner other than as described in 1.	The cost incurred to produce the said copy
3. Cost incurred in sending a copy of an official document	The amount corresponding to the cost incurred in sending the said copy

Remarks: In the event of 1.a. or 1.b., when printing on both sides of one sheet of paper, each side is to be treated as one page when determining the cost.

Appended Table 2 (For Article 9)

Category	Cost
1. Delivery of a copy (limited to a copy on JIS A3 size paper or smaller) produced using a copier (limited to a dry indirect electrostatic system copier; excluding a color copier)	¥10 per page
2. Delivery of a copy (limited to a copy on JIS A3 size paper or smaller) produced using a color copier (limited to a dry indirect electrostatic system copier)	¥30 per page
3. Delivery of an object copied onto a flexible disk cartridge (limited to a JIS X6223-compliant flexible disk cartridge 90mm in width)	¥30 per disk
4. Delivery of an object copied onto an audio tape cassette (limited to a JIS C5568-compliant cassette with a recording time of 120 minutes)	¥100 per cassette
5. Delivery of an object copied onto a video tape cassette (limited to a JIS C5581-compliant cassette with a recording time of 120 minutes)	¥200 per cassette
6. Delivery of an object copied onto an optical disk (limited to those readable by a reader for JIS X0606 and X6281-compliant optical disks with a diameter of 120 mm)	¥70 yen per disk
7. Delivery of a copy or delivery of a copied object other than by a means described in 1. through 6.	The cost incurred to produce the said copy or the copied object
8. The cost incurred in sending a copy of an official document or an object containing a copy of an official document	The amount corresponding to the cost incurred in sending the said copy or object

Form No. 1 (For Article 2)

(1-1)

Personal Information Handling Affairs Register

		Reg. No.	
Affairs name			
Affairs purpose	Relevant legislative provision(s), etc.()		
Name of organizational section with jurisdiction for the affairs (Section handling affairs)			
Date of registration (Date of change)	Date: (Date:)		
Personal information file name	(1) (2) (3)		
Summary of the processing conducted for the affairs			

(1-2)

File name		
Classification of relevant person recorded in file		• • •
Description of personal information recorded	Basic information	<input type="checkbox"/> File no. <input type="checkbox"/> Name <input type="checkbox"/> Date of birth, age <input type="checkbox"/> Gender <input type="checkbox"/> Address, tel. no. <input type="checkbox"/> Registered domicile / legal residence <input type="checkbox"/> Nationality <input type="checkbox"/> Other ()
	Medical information	<input type="checkbox"/> State of health / medical history <input type="checkbox"/> Disabilities <input type="checkbox"/> Physical state and capabilities <input type="checkbox"/> Description of personality <input type="checkbox"/> Other ()
	Family information	<input type="checkbox"/> Relatives <input type="checkbox"/> Marriage history <input type="checkbox"/> Family situation <input type="checkbox"/> Other ()
	Public life information	<input type="checkbox"/> Studies, academic record <input type="checkbox"/> Profession, career history <input type="checkbox"/> Qualifications <input type="checkbox"/> Results, evaluations <input type="checkbox"/> Awards, punishments <input type="checkbox"/> Other ()
	Asset and income information	<input type="checkbox"/> Asset information <input type="checkbox"/> Income information <input type="checkbox"/> Tax payment information <input type="checkbox"/> Business information <input type="checkbox"/> Government allowances information <input type="checkbox"/> Other ()
	Views, beliefs, religion, etc.	<input type="checkbox"/> Views, beliefs <input type="checkbox"/> Religion <input type="checkbox"/> Personal information at risk of being a cause for discrimination () (Reason for collecting this information:)
	Other	<input type="checkbox"/> Opinions <input type="checkbox"/> Consultation <input type="checkbox"/> Wishes <input type="checkbox"/> Other ()
Section holding file		
File format		<input type="checkbox"/> Electromagnetic record <input type="checkbox"/> Document / drawing
Nature of processing of file	<input type="checkbox"/> Computer processing not included	<input type="checkbox"/> Computer processing included (System name) (Online coupling <input type="checkbox"/> Yes <input type="checkbox"/> No)
Principal source of personal information	<input type="checkbox"/> The individual concerned <input type="checkbox"/> Not the individual concerned *Legislative basis for collecting the information from other than the individual concerned (Item ___ of Paragraph 2 of Article 6)	
	<input type="checkbox"/> Within the disclosure implementing agency <input type="checkbox"/> Another disclosure implementing agency <input type="checkbox"/> Another Government Authority <input type="checkbox"/> Private sector association / private individual <input type="checkbox"/> Other ()	
Is the retained personal information provided on a recurring basis to somewhere?	<input type="checkbox"/> No <input type="checkbox"/> Yes (The information is provided for: <input type="checkbox"/> its intended use <input type="checkbox"/> other than for its intended use) Is the information used within the disclosure implementing agency? <input type="checkbox"/> No <input type="checkbox"/> Yes * Legislative basis for providing the information other than for its intended use (<input type="checkbox"/> Law / regulation, etc. <input type="checkbox"/> Item ___ of Paragraph 2 of Article 7)	
	<input type="checkbox"/> Other disclosure implementing agency <input type="checkbox"/> Other Government Authority <input type="checkbox"/> Private sector association / private individual <input type="checkbox"/> Other ()	

Personal Information Disclosure Request Form

Date: _____

To: The Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu

Disclosure requester Residential address (Zip code)
 or address of
 principal office
 Name, or name of
 representative
 Contact details: (Tel:)

Pursuant to Paragraph 1 (Paragraph 2) of Article 11 of the Fukushima Prefectural Personal Information Protection Ordinance, I request the disclosure of the following retained personal information that relates to myself.

Description of retained personal information relating to myself pertaining to the disclosure request	(Please be specific when describing the information you wish to have disclosed.)
Method of disclosure	1 Inspection, listening, or watching 2 Delivery of copy ((1) Delivery at a service counter (2) Delivery by mail, etc.)
Legal status and other details of the individual concerned	1 Legal status (1) Minor (Date of birth:) (2) Adult ward 2 Name 3 Address (Zip code) 4 Contact information (Tel:)
* Basis for confirmation of identity of the individual concerned	1 Personal identification number ["My Number"] card 2 Driver's license 3 Passport 4 Other ()
* Name of case of retained personal information	
* Responsible section	

Notes:

- 1 Under "Method of disclosure," please circle the particular number ("1", "2", etc.) of the method you prefer.
- 2 Under "Legal status and other details of the individual concerned," if your statutory representative is making the request, as well as circle the particular number that describes your legal status, please fill in the remaining information.
- 3 When making a request, please either submit or present a document (such as your personal identification number ["My Number"] card, a driver's license or passport for example) as proof of your identity or of that of your statutory representative.
- 4 If a request is being made by your statutory representative, in addition to the document in Note 3, please either submit or present a document as proof of your statutory representative's status (such as an extract of his or her family register).
- 5 Please do not complete the asterisked sections.

Remarks: Use JIS A4 size sheets of paper, in portrait orientation.

Form No. 3 (For Article 2)

Personal Information Correction Written Request Form

Date: _____

To: The Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu

Correction requester Residential address (Zip code)
or address of
principal office
Name, or name of
representative
Contact details: (Tel:)

Pursuant to Paragraph 1 (Paragraph 2) of Article 19 of the Fukushima Prefectural Personal Information Protection Ordinance, I request the correction of the following retained personal information that relates to myself.

Description of disclosed retained personal information that relates to myself	
Particular information sought to be corrected	
Date of disclosure of retained personal information pertaining to the correction request	Date:
Legal status and other details of the individual concerned	1 Legal status (1) Minor (Date of birth: YY/MM/DD) (2) Adult ward 2 Name 3 Address (Zip code) 4 Contact information (Tel:)
* Basis for confirmation of identity of the individual concerned	1 Personal identification number ["My Number"] card 2 Driver's license 3 Passport 4 Other ()
* Responsible section	Tel:

Notes:

- 1 Under "Legal status and other details of the individual concerned," if your statutory representative is making the request, as well as circle the particular number that describes your legal status, please fill in the remaining information.
- 2 When making a request, in addition to a document proving your identity or that of your statutory representative (such as your personal identification number ["My Number"] card, a driver's license or passport), please submit or present material that proves that the correction sought is based in fact.
- 3 If a request is being made by your statutory representative, in addition to the document in Note 2, please either submit or present a document as proof of your statutory representative's status (such as an extract of his or her family register).
- 4 Please do not complete the asterisked sections.

Remarks: Use JIS A4 size sheets of paper, in portrait orientation.

Form No. 4 (For Article 2)

Personal Information Use Suspension Written Request Form

Date:

To: The Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu

Use suspension requester Residential address or (Zip code)
 address of principal
 office
 Name, or name of
 representative
 Contact details: (Tel:)

Pursuant to Paragraph 1 (Paragraph 2) of Article 21-4 of the Fukushima Prefectural Personal Information Protection Ordinance, I request suspension of the use of the following retained personal information that relates to myself.

Description of disclosed retained personal information that relates to myself		
Outline and purpose of request for suspension of use	Provision of Fukushima Prefectural Personal Information Protection Ordinance that is held to be in breach	Action sought
	Articles 6.1, 6.2, 6.3, 6.4 Articles 7.1, 7.2 Articles 8.3, 8.4	Suspension of use Deletion
	Articles 7.1, 7.2, 7.3, 7.4	Suspension of provision
Grounds for request for suspension of use		
Date of disclosure of retained personal information pertaining to use suspension request	Date:	
Legal status and other details of the individual concerned	1 Legal status (1) Minor (Date of birth: YY/MM/DD) (2) Adult ward 2 Name 3 Address (Zip code) 4 Contact information (Tel:)	
*Confirmation of identity of the individual concerned	1 Personal identification number ["My Number"] card 2 Driver's license 3 Passport 4 Other ()	
*Responsible section	Tel:	

Notes:

- 1 Under "Outline and purpose of request for suspension of use," please circle provision and action sought applicable to you.
- 2 Under "Legal status and other details of the individual concerned," if your statutory representative is making the request, as well as circle the particular number that describes your legal status, please fill in the remaining information.
- 3 When making a request, please either submit or present a document proving your identity or that of your statutory representative (such as your personal identification number ["My Number"] card, a driver's license or passport).
- 4 If a request is being made by your statutory representative, in addition to the document in Note 3, please either submit or present a document as proof of your statutory representative's status (such as an extract of his or her family register).
- 5 Please do not complete the asterisked sections.

Remarks: Use JIS A4 size sheets of paper, in portrait orientation.

Notice of Personal Information Disclosure Decision

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the disclosure requested on _____ of retained personal information that relates to you, this notice is given pursuant to Paragraph 2 of Article 15 of the Fukushima Prefectural Personal Information Protection Ordinance that a decision to disclose the information as follows has been made pursuant to Paragraph 1 of that Article.

Description of retained personal information that relates to you pertaining to the disclosure request	
Date and time of disclosure	Date: _____ Time: _____ am pm
Location for disclosure	
Method of disclosure	
Responsible section	Tel: _____
Remarks	

For your reference:

- 1 If you are unhappy with this decision, you can submit a request for review to the Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu within three months from the day after you learn of this decision. (Please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision)
- 2 Any litigation to revoke this decision must be brought against the Public University Corporation, the University of Aizu within six months from the day after you learn of this decision. (In any litigation, the representative of the Public University Corporation, the University of Aizu will be the Chairperson of the Board of Executives.) (In addition, please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision). However, if you submit a request for review in accordance with paragraph 1, litigation to revoke this decision must be brought within six months from the day after you learn of a decision regarding your request for review. (In addition, you will not be able to bring litigation to revoke this decision even during this period after one year passes from the day after the date of that decision.)

Notes:

- 1 Please present this notice at the time of the disclosure.
- 2 At the time of the disclosure, please either submit or present a document proving your identity (such as your personal identification number ["My Number"] card, driver's license or passport).
- 3 If the date and time designated for disclosure is not convenient for you, please advise the responsible section or office in advance.

Notice of Personal Information Partial Disclosure Decision

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu

With respect to the disclosure requested on _____ of retained personal information that relates to you, this notice is given pursuant to Paragraph 2 of Article 15 of the Fukushima Prefectural Personal Information Protection Ordinance that a decision for the partial disclosure of the retained personal information has been made as follows pursuant to Paragraph 1 of that Article.

Description of retained personal information that relates to you pertaining to the disclosure request	
Date and time of disclosure	Date _____ Time: _____ am pm
Location for disclosure	
Method of disclosure	
Portion of information not to be disclosed	
Legislative basis and grounds for non-disclosure	
Responsible section	Tel: _____
Remarks	

For your reference:

- 1 If you are unhappy with this decision, you can submit a request for review to the Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu within three months from the day after you learn of this decision. (Please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision)
- 2 Any litigation to revoke this decision must be brought against the Public University Corporation, the University of Aizu within six months from the day after you learn of this decision. (In any litigation, the representative of the Public University Corporation, the University of Aizu will be the Chairperson of the Board of Executives.) (In addition, please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision). However, if you submit a request for review in accordance with paragraph 1, litigation to revoke this decision must be brought within six months from the day after you learn of a decision regarding your request for review. (In addition, you will not be able to bring litigation to revoke this decision even during this period after one year passes from the day after the date of that decision.)

Notes:

- 1 Please present this notice at the time of the disclosure.
- 2 At the time of the disclosure, please either submit or present a document proving your identity (such as your personal identification number ["My Number"] card, driver's license or passport).
- 3 If the date and time designated for disclosure is not convenient for you, please advise the responsible section or office in advance.

Form No. 7 (For Article 2)

Notice of Personal Information Non-Disclosure Decision

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the disclosure requested on _____ of retained personal information that relates to you, this notice is given pursuant to Paragraph 2 of Article 15 of the Fukushima Prefectural Personal Information Protection Ordinance that a decision to not disclose the information has been made as follows pursuant to Paragraph 1 of that Article.

Description of retained personal information that relates to you pertaining to the disclosure request	
Legislative basis and grounds for non-disclosure	
Responsible section	Tel:

For your reference:

- 1 If you are unhappy with this decision, you can submit a request for review to the Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu within three months from the day after you learn of this decision. (Please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision)
- 2 Any litigation to revoke this decision must be brought against the Public University Corporation, the University of Aizu within six months from the day after you learn of this decision. (In any litigation, the representative of the Public University Corporation, the University of Aizu will be the Chairperson of the Board of Executives.) (In addition, please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision). However, if you submit a request for review in accordance with paragraph 1, litigation to revoke this decision must be brought within six months from the day after you learn of a decision regarding your request for review. (In addition, you will not be able to bring litigation to revoke this decision even during this period after one year passes from the day after the date of that decision.)

Form No. 8 (For Article 2)

Notice of Period Extension for Personal Information Disclosure Decision, Etc.

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the disclosure requested on _____ of retained personal information that relates to you, this notice is given as follows pursuant to Paragraph 4 of Article 15 of the Fukushima Prefectural Personal Information Protection Ordinance of an extension of the period for a disclosure decision, etc.

Description of retained personal information that relates to you pertaining to the disclosure request	
Decision period pursuant to Paragraph 1 of Article 15 of the Fukushima Prefectural Personal Information Protection Ordinance	From: To:
Due date for decision after extension	From: To:
Grounds for extension	
Responsible section	Tel:

Form No. 9 (For Article 2)

Notice of Application of Exception to Due Date for Personal Information Disclosure Decision, Etc.

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the disclosure requested on _____ of retained personal information that relates to you, this notice is given that Paragraph 5 of Article 15 of the Fukushima Prefectural Personal Information Protection Ordinance is to apply.

Description of retained personal information that relates to you pertaining to the disclosure request	
Period pursuant to Paragraph 1 of Article 15 of the Fukushima Prefectural Personal Information Protection Ordinance	From: To:
Period for making disclosure decision, etc. with respect to corresponding portion of retained personal information pertaining to the disclosure request, and portion for which disclosure decision, etc. is to be made within that period	
Grounds for application of Paragraph 5 of Article 15 of the Fukushima Prefectural Personal Information Protection Ordinance	
Due date for making disclosure decision, etc. with respect to remainder of retained personal information	Date:
Responsible section	Tel:

Notice of Grant of Opportunity to Submit Written Opinion

No.
Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

A request has been made under the Fukushima Prefectural Personal Information Protection Ordinance for the disclosure of an official document in which retained personal information is recorded, which includes information relating to [].

This notice is therefore given pursuant to Paragraph 6 of Article 15 of that Ordinance that it has been decided to allow you to submit a written opinion on any decision, etc. concerning the disclosure of such retained personal information.

Name of official document in which the retained personal information pertaining to the disclosure request is recorded	
Date of disclosure request	Date:
Description of the information relating to []	
Due date for submission of your written opinion	Date:
Responsible section	Tel:
Remarks	

Form No. 11 (For Article 2)

Notice Pertaining to the Disclosure of Retained Personal Information

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to a disclosure request for retained personal information which includes information relating to [], this notice is given pursuant to Paragraph 7 of Article 15 (Article 22-3) of the Fukushima Prefectural Personal Information Protection Ordinance that a decision to disclose the retained personal information has been made as follows pursuant to Paragraph 1 of Article 15 of the Ordinance.

Name of official document in which the retained personal information pertaining to the disclosure request is recorded	
Date of disclosure request	Date:
Grounds for making the disclosure decision	
Description of the information relating to [] to be disclosed	
Date for implementing disclosure	Date:
Responsible section	Tel:

For your reference:

- 1 If you are unhappy with this decision, you can submit a request for review to the Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu within three months from the day after you learn of this decision. (Please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision)
- 2 Any litigation to revoke this decision must be brought against the Public University Corporation, the University of Aizu within six months from the day after you learn of this decision. (In any litigation, the representative of the Public University Corporation, the University of Aizu will be the Chairperson of the Board of Executives.) (In addition, please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision). However, if you submit a request for review in accordance with paragraph 1, litigation to revoke this decision must be brought within six months from the day after you learn of a decision regarding your request for review. (In addition, you will not be able to bring litigation to revoke this decision even during this period after one year passes from the day after the date of that decision.)

Notice of Transfer of Personal Information Disclosure Request Case

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the disclosure requested on _____ of retained personal information that relates to you, this notice is given pursuant to Paragraph 1 of Article 15-2 of the Fukushima Prefectural Personal Information Protection Ordinance that this disclosure request case has been transferred as follows.

Description of retained personal information that relates to you pertaining to the disclosure request	
Responsible section of the implementing agency which transferred the case	Tel:
Implementing agency to which the case has been transferred	
Responsible section (office) of the implementing agency to which the case has been transferred	Tel:
Grounds for the transfer	

Remarks:

- 1 The disclosure decision, etc. for this disclosure request will now be made by the implementing agency to which the case has been transferred.
- 2 If there are any points about this transfer that you would like clarified, please contact the responsible section or office of the implementing agency which transferred the case.

Form No. 13 (For Article 2)

Notice of Personal Information Correction Decision

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the correction requested on _____ of retained personal information that relates to you, this notice is given pursuant to Paragraph 2 of Article 21 of the Fukushima Prefectural Personal Information Protection Ordinance that a decision to effect a correction has been made as follows pursuant to Paragraph 1 of that Article.

Description of retained personal information that relates to you pertaining to the correction request	
Description of correction	
Date of correction	Date:
Responsible section	Tel:

Form No. 14 (For Article 2)

Notice of Personal Information Partial Correction Decision

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the correction requested on _____ of retained personal information that relates to you, this notice is given pursuant to Paragraph 2 of Article 21 of the Fukushima Prefectural Personal Information Protection Ordinance that a decision to effect a partial correction has been made as follows pursuant to Paragraph 1 of that Article.

Description of retained personal information that relates to you pertaining to the correction request	
Description of correction	
Date of correction	Date:
Portion not to be corrected	
Grounds for not correcting the above portion	
Responsible section	Tel:
Remarks	

For your reference:

- 1 If you are unhappy with this decision, you can submit a request for review to the Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu within three months from the day after you learn of this decision. (Please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision)
- 2 Any litigation to revoke this decision must be brought against the Public University Corporation, the University of Aizu within six months from the day after you learn of this decision. (In any litigation, the representative of the Public University Corporation, the University of Aizu will be the Chairperson of the Board of Executives.) (In addition, please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision). However, if you submit a request for review in accordance with paragraph 1, litigation to revoke this decision must be brought within six months from the day after you learn of a decision regarding your request for review. (In addition, you will not be able to bring litigation to revoke this decision even during this period after one year passes from the day after the date of that decision.)

Notice of Personal Information Non-Correction Decision

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the correction requested on _____ of retained personal information that relates to you, this notice is given pursuant to Paragraph 2 of Article 21 of the Fukushima Prefectural Personal Information Protection Ordinance that a decision not to correct the information has been made as follows pursuant to Paragraph 1 of that Article.

Description of retained personal information that relates to you pertaining to the correction request	
Grounds for non-correction	
Responsible section	Tel:
Remarks	

For your reference:

- 1 If you are unhappy with this decision, you can submit a request for review to the Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu within three months from the day after you learn of this decision. (Please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision)
- 2 Any litigation to revoke this decision must be brought against the Public University Corporation, the University of Aizu within six months from the day after you learn of this decision. (In any litigation, the representative of the Public University Corporation, the University of Aizu will be the Chairperson of the Board of Executives.) (In addition, please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision). However, if you submit a request for review in accordance with paragraph 1, litigation to revoke this decision must be brought within six months from the day after you learn of a decision regarding your request for review. (In addition, you will not be able to bring litigation to revoke this decision even during this period after one year passes from the day after the date of that decision.)

Form No. 16 (For Article 2)

Notice of Period Extension for Personal Information Correction Decision, Etc.

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the correction requested on _____ of retained personal information that relates to you, this notice is given as follows pursuant to Paragraph 5 of Article 21 of the Fukushima Prefectural Personal Information Protection Ordinance of an extension of the period for a correction decision, etc.

Description of retained personal information that relates to you pertaining to the correction request	
Decision period pursuant to Paragraph 1 of Article 21 of the Fukushima Prefectural Personal Information Protection Ordinance	From: To:
Period after applying extension	From: To:
Grounds for extension	
Responsible section	Tel:

Form No. 17 (For Article 2)

Notice of Application of Exception to Due Date for Personal Information Correction Decision, Etc.

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the correction requested on _____ of retained personal information that relates to you, this notice is given that Paragraph 6 of Article 21 of the Fukushima Prefectural Personal Information Protection Ordinance is to apply.

Description of retained personal information that relates to you pertaining to the correction request	
Period pursuant to Paragraph 1 of Article 21 of the Fukushima Prefectural Personal Information Protection Ordinance	From: To:
Grounds for application of Paragraph 6 of Article 21 of the Fukushima Prefectural Personal Information Protection Ordinance	
Due date for making correction decision, etc. with respect to retained personal information	Date:
Responsible section	Tel:

Notice of Transfer of Personal Information Correction Request Case

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the correction requested on _____ of retained personal information that relates to you, this notice is given pursuant to Paragraph 1 of Article 21-2 of the Fukushima Prefectural Personal Information Protection Ordinance that this correction request case has been transferred as follows.

Description of retained personal information that relates to you pertaining to the correction request	
Responsible section of the implementing agency which transferred the case	Tel:
Implementing agency to which the case has been transferred	
Responsible section (office) of the implementing agency to which the case has been transferred	Tel:
Grounds for transfer	

Remarks

- 1 The correction decision, etc. for this correction request will now be made by the implementing agency to which the case has been transferred.
- 2 If there are any points about this transfer that you would like clarified, please contact the responsible section or office of the implementing agency which transferred the case.

Form No. 19 (For Article 2)

Notice Pertaining to Correction of Retained Personal Information

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

This notice is given to advise that retained personal information has been corrected as follows pursuant to Article 21-3 of the Fukushima Prefectural Personal Information Protection Ordinance.

Description of the retained personal information pertaining to the correction request	
Date of the correction request	Date:
Grounds for making the correction decision	
Description of the retained personal information as corrected	
Responsible section	Tel:

Form No. 20 (For Article 2)

Notice of Personal Information Use Suspension Decision

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the suspension of use requested on _____ of retained personal information that relates to you, this notice is given pursuant to Paragraph 2 of Article 21-7 of the Fukushima Prefectural Personal Information Protection Ordinance that a decision to suspend the use of the information has been made as follows pursuant to Paragraph 1 of that Article.

Description of the retained personal information that relates to you pertaining to the use suspension request	
Description of the suspension of use	
Responsible section	Tel:

Form No. 21 (For Article 2)

Notice of Personal Information Partial Use Suspension Decision

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the suspension of use requested on _____ of retained personal information that relates to you, this notice is given pursuant to Paragraph 2 of Article 21-7 of the Fukushima Prefectural Personal Information Protection Ordinance that a decision to suspend the use of part of the retained personal information has been made as follows pursuant to Paragraph 1 of that Article.

Description of the retained personal information that relates to you pertaining to the use suspension request	
Description of the suspension of use	
Scope of no suspension of use	
Grounds for no suspension of use of the above scope	
Responsible section	Tel:
Remarks	

For your reference:

- 1 If you are unhappy with this decision, you can submit a request for review to the Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu within three months from the day after you learn of this decision. (Please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision)
- 2 Any litigation to revoke this decision must be brought against the Public University Corporation, the University of Aizu within six months from the day after you learn of this decision. (In any litigation, the representative of the Public University Corporation, the University of Aizu will be the Chairperson of the Board of Executives.) (In addition, please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision). However, if you submit a request for review in accordance with paragraph 1, litigation to revoke this decision must be brought within six months from the day after you learn of a decision regarding your request for review. (In addition, you will not be able to bring litigation to revoke this decision even during this period after one year passes from the day after the date of that decision.)

Notice of Personal Information Use Non-Suspension Decision

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the suspension of use requested on _____ of retained personal information that relates to you, this notice is given pursuant to Paragraph 2 of Article 21-7 of the Fukushima Prefectural Personal Information Protection Ordinance that a decision of no suspension of use has been made as follows pursuant to Paragraph 1 of that Article.

Description of the retained personal information that relates to you pertaining to the use suspension request	
Grounds for no suspension of use	
Responsible section	Tel:
Remarks	

For your reference:

- 1 If you are unhappy with this decision, you can submit a request for review to the Chairperson of the Board of Executives of the Public University Corporation, the University of Aizu within three months from the day after you learn of this decision. (Please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision)
- 2 Any litigation to revoke this decision must be brought against the Public University Corporation, the University of Aizu within six months from the day after you learn of this decision. (In any litigation, the representative of the Public University Corporation, the University of Aizu will be the Chairperson of the Board of Executives.) (In addition, please note that you will not be able to bring litigation even during this period after one year passes from the day after the date of this decision). However, if you submit a request for review in accordance with paragraph 1, litigation to revoke this decision must be brought within six months from the day after you learn of a decision regarding your request for review. (In addition, you will not be able to bring litigation to revoke this decision even during this period after one year passes from the day after the date of that decision.)

Form No. 23 (For Article 2)

Notice of Period Extension for Personal Information Use Suspension Decision, Etc.

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the suspension of use requested on _____ of retained personal information that relates to you, this notice is given that pursuant to Paragraph 5 of Article 21 of the Fukushima Prefectural Personal Information Protection Ordinance applying mutatis mutandis under Paragraph 5 of Article 21-7 of that Ordinance, an extension has been made as follows to the period for a use suspension decision, etc.

Description of the retained personal information that relates to you pertaining to the use suspension request	
Decision period pursuant to Paragraph 1 of Article 21-7 of the Fukushima Prefectural Personal Information Protection Ordinance	From: To:
Period after applying extension	From: To:
Grounds for extension	
Responsible section	Tel:

Form No. 24 (For Article 2)

Notice of Application of Exception to Due Date for Personal Information Use Suspension Decision,
Etc.

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to the suspension of use requested on _____ of retained personal information that relates to you, this notice is given that a decision has been made to apply Paragraph 6 of Article 21 of the Fukushima Prefectural Personal Information Protection Ordinance applying mutatis mutandis pursuant to Paragraph 5 of Article 21-7 of that Ordinance.

Description of the retained personal information that relates to you pertaining to the use suspension request	
Period pursuant to Paragraph 1 of Article 21-7 of the Fukushima Prefectural Personal Information Protection Ordinance	From: To:
Grounds for the application of Paragraph 6 of Article 21 of the Fukushima Prefectural Personal Information Protection Ordinance applying mutatis mutandis under Paragraph 5 of Article 21-7 of that Ordinance	
Due date for making use suspension decision, etc. for retained personal information	Date:
Responsible section	Tel:

Notice of Review Board Consultation

No.

Date:

To:

The Chairperson of the Board of Executives of the Public University Corporation,
the University of Aizu

With respect to an appeal against a disclosure decision, etc. (correction decision, etc., use suspension decision, etc.) dated _____, this notice is given pursuant to Article 22-2 of the Fukushima Prefectural Personal Information Protection Ordinance that pursuant to Paragraph 1 of Article 22 of that Ordinance a consultation has been made to the Fukushima Prefectural Personal Information Protection Review Board.

Description of retained personal information pertaining to the appeal	
Description of the appeal	
Date of the consultation	Date:
Responsible section	Tel:
Remarks	