

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)

(Regulation No.32, April 1, 2023)

(Regulation No.34, July 1, 2023)

ARTICLE ONE

(PURPOSE)

1.1 This Regulation stipulates the matters necessary for the enforcement of Act on the Protection of Personal Information (Act No. 57 of 2003; hereinafter “ACT”) and Fukushima Prefectural Ordinance for Enforcement of the Act on the Protection of Personal Information (Fukushima Prefectural Ordinance No. 69 of 2022; hereinafter, “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 The forms for the following documents shall be as described in each of the following items:

2.1.1 Request pursuant to Article 77, Paragraph 1 of the ACT: Request for Disclosure of Retained Personal Information (Form No. 1).

2.1.2 Notice pursuant to Article 82, Paragraph 1 of the ACT: Notice of Decision to Disclose Retained Personal Information (Form No. 2).

2.1.3 Notice pursuant to Article 82, Paragraph 2 of the ACT: Notice of Decision to Not Disclose Retained Personal Information (Form No. 3).

2.1.4 Notice pursuant to Article 6, Paragraph 2 of the ORDINANCE: Notice of Extension of Deadline for Decision, Etc. on the Disclosure of Retained Personal Information (Form No. 4).

2.1.5 Notice pursuant to Article 7 of the ORDINANCE: Notice of Special Extension of Deadline for Decision, Etc. on the Disclosure of Retained Personal Information (Form No. 5).

2.1.6 Letter of Transfer pursuant to Article 85, Paragraph 1 of the ACT (To Recipient(s)): Letter of Transfer of Request for the Disclosure of Retained Personal Information (Form No. 6).

2.1.7 Notice pursuant to Article 85, Paragraph 1 of the ACT (To Requester(s)): Notice of Transfer of Request for the Disclosure of Retained Personal Information (Form No. 7).

2.1.8 Request pursuant to Article 86, Paragraph 1 of the ACT: Request for a Third-party Opinion (Application of Article 86, Paragraph 1 of the ACT) (Form No. 8).

2.1.9 Request pursuant to Article 86, Paragraph 2 of the ACT: Request for a Third-party Opinion (Application of Article 86, Paragraph 2 of the ACT) (Form No. 9).

2.1.10 Opinion Letter pursuant to Article 86, Paragraph 1 and 2 of the ACT: Opinion on Decision, Etc. on the Disclosure of Retained Personal Information (Form No. 10).

2.1.11 Notice pursuant to Article 86, Paragraph 3 of the ACT: Notice of Decision, Etc. on the Disclosure of Retained Personal Information Pertaining to Opposing Opinion (Form No. 11).

2.1.12 Proposal pursuant to Article 87, Paragraph 3 of the ACT: Proposal for Implementation Methods, Etc. of the Disclosure of Retained Personal Information (Form No. 12).

2.1.13 Request pursuant to Article 91, Paragraph 1 of the ACT: Request for Correction of

Retained Personal Information (Form No. 13).

2.1.14 Notice pursuant to Article 93, Paragraph 1 of the ACT: Notice of Decision to Correct Retained Personal Information (Form No. 14).

2.1.15 Notice pursuant to Article 93, Paragraph 2 of the ACT: Notice of Decision to Not Correct Retained Personal Information (Form No. 15).

2.1.16 Notice pursuant to Article 94, Paragraph 2 of the ACT: Notice of Extension of Deadline for Decision, Etc. on the Correction of Retained Personal Information (Form No. 16).

2.1.17 Notice pursuant to Article 95 of the ACT: Notice of Special Extension of Deadline for Decision, Etc. on the Correction of Retained Personal Information (Form No. 17).

2.1.18 Letter of Transfer pursuant to Article 96, Paragraph 1 of the ACT (To Recipient(s)): Letter of Transfer of Request for the Correction of Retained Personal Information (Form No. 18).

2.1.19 Notice pursuant to Article 96, Paragraph 1 of the ACT (To Requester(s)): Notice of Transfer of Request for the Correction of Retained Personal Information (Form No. 19).

2.1.20 Notice pursuant to Article 97 of the ACT: Notice to Provider of Decision to Correct Retained Personal Information (Form No. 20).

2.1.21 Request pursuant to Article 99, Paragraph 1 of the ACT: Request for the Suspension of Use of Retained Personal Information (Form No. 21).

2.1.22 Notice pursuant to Article 101, Paragraph 1 of the ACT: Notice of Decision to Suspend the Use of Retained Personal Information (Form No. 22).

2.1.23 Notice pursuant to Article 101, Paragraph 2 of the ACT: Notice of Decision to Not Suspend the Use of Retained Personal Information (Form No. 23).

2.1.24 Notice pursuant to Article 102, Paragraph 2 of the ACT: Notice of Extension of Deadline for Decision, Etc. on the Suspension of Use of Retained Personal Information (Form No. 24).

2.1.25 Notice pursuant to Article 103 of the ACT: Notice of Special Extension of Deadline for Decision, Etc. on the Suspension of Use of Retained Personal Information (Form No. 25).

2.1.26 Notice pursuant to Article 105, Paragraph 2 of the ACT: Notice of Consultation with Review Board (Form No. 26).

ARTICLE THREE (IMPLEMENTATION OF DISCLOSURE)

3.1 The disclosure of retained personal information pursuant to Article 87, Paragraph 1 of the ACT shall be made on the date, at the time, and at the location that the Chairperson of the Board of Executives designates.

3.2 In the event that a person who pursuant to Article 87, Paragraph 1 of the ACT 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.

3.2 One copy shall be delivered pursuant to Article 87, Paragraph 1 of the ACT per request.

ARTICLE FOUR (METHOD OF DISCLOSURE OF ELECTROMAGNETIC RECORDS)

4.1 The method to be stipulated by the Chairperson of the Board of Executives under Article 87, Paragraph 1 of the ACT 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:

4.1.1 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.

4.1.2 Electromagnetic records other than those described in 4.1.1: inspection, listening to, or watching of an object reproduced by means of specialized equipment, or delivery of a facsimile.

ARTICLE FIVE

(ADMINISTRATIVE FEES AND LIABILITY FOR COSTS)

5.1 Administrative fees for the disclosure of retained personal information pursuant to Article 89, Paragraph 7 of the ACT shall be eliminated.

5.2 The amounts to be stipulated by the Chairperson of the Board of Executives under Article 5, Paragraph 2 of the ORDINANCE shall be as stipulated in Appended Table 1.

5.3 The amounts to be stipulated by the Chairperson of the Board of Executives under Article 5, Paragraph 3 of the ORDINANCE shall be as stipulated in Appended Table 2.

5.4 Costs prescribed in Article 5, Paragraph 2 and 3 of the ORDINANCE shall be payable in advance.

ARTICLE SIX

(HANDLING OF SPECIFIC PERSONAL INFORMATION)

6.1 Matters regarding the handling of Specific Personal Information mentioned in Article 2, Paragraph 8 of the Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures (Act No. 27 of 2013) shall be determined separately by the Chairperson of the Board of Executives.

ARTICLE SEVEN

(PERSONAL INFORMATION PROTECTION GENERAL MANAGER)

7.1 In order to properly manage personal information, the university corporation shall assign a Personal Information Protection General Manager (hereinafter "PROTECTION GENERAL MANAGER").

7.2 The PROTECTION GENERAL MANAGER shall be the Regent in charge of General Affairs.

7.3 The PROTECTION GENERAL MANAGER shall oversee the affairs concerning the management of personal information at this Corporation.

ARTICLE EIGHT

(PERSONAL INFORMATION PROTECTION MANAGER)

8.1 A Personal Information Protection Manager (hereinafter "PROTECTION MANAGER") shall be assigned for each department, division, etc. (affiliated institutes provided in the Basic Regulation Concerning the Organization and Business Operation of the Public University Corporation, the University of Aizu (Regulation No.2 of 2006) such as the Research Center for Advanced Information Science and Technology, Information Systems and Technology Center, University-Business Innovation Center, University of Aizu Revitalization and Creation support Center and Aizu Research Cluster for Space Science, as well as other internal organizations including the undergraduate school, undergraduate departments, graduate school, graduate departments, Center for Cultural Research and Studies, Center for Language Research, Department

for Student Affairs, Center for Globalization, and its administrative office (Divisions and Offices).

8.2 The PROTECTION MANAGERS shall be the heads of each department, division, etc.

8.3 The PROTECTION MANAGERS shall perform administrative work related to the management of personal information in each department, division, etc.

ARTICLE NINE

(PERSONAL INFORMATION PROTECTION OFFICER)

9.1 A Personal Information Protection Officer (hereinafter "PROTECTION OFFICER") shall be assigned to each department, division, etc.

9.2 The PROTECTION OFFICERS shall be people designated by the PROTECTION MANAGERS from among the faculty members of each department, division, etc.

9.3 The PROTECTION OFFICERS shall assist the PROTECTION MANAGERS.

ARTICLE TEN

(AUDIT SUPERVISOR)

10.1 An Audit Supervisor shall be assigned to the university corporation to audit the management of personal information.

10.2 The Audit Supervisor shall be a person designated by the PROTECTION GENERAL MANAGER.

ARTICLE ELEVEN

(COMMITTEE)

11.1 The PROTECTION GENERAL MANAGER may, when deemed necessary, establish a committee to make decisions on important matters concerning the management of personal information, and to communicate and coordinate such matters.

11.2 Matters necessary for the Committee shall be determined by the PROTECTION GENERAL MANAGER.

ARTICLE TWELVE

(EDUCATION AND TRAINING)

12.1 The PROTECTION GENERAL MANAGER shall provide education and training for the appropriate management of personal information to PROTECTION MANAGERS, PROTECTION OFFICERS, and other faculty and staff engaged in the handling of personal information.

ARTICLE THIRTEEN

(MISCELLANEOUS PROVISIONS)

13.1 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.

ADDITIONAL PROVISIONS

These regulations shall be enforced as of April 1, 2023.

ADDITIONAL PROVISIONS

These regulations shall be enforced as of July 1, 2023.

Appended Table 1 (For Article 5)

Category	Cost
1. Delivery of a copy (limited to those on JIS A3 size paper or smaller) produced using a photocopier (excluding a color photocopier)	¥10 per page
2. Delivery of a copy (limited to those on JIS A3 size paper or smaller) produced using a color photocopier	¥30 per page
3. Delivery of a copy produced by a means described in 1 or 2	The cost to produce said copy
4. Cost of sending a copy of an official document	The amount equivalent to the cost of sending said copy

Remarks: In the event of 1 or 2, 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 5)

Category	Cost
1. Delivery of a copy (limited to those on JIS A3 size paper or smaller) produced using a photocopier (excluding a color photocopier)	¥10 per page
2. Delivery of a copy (limited to those on JIS A3 size paper or smaller) produced using a color photocopier	¥30 per page
3. Delivery of a facsimile on a CD-R (limited to optical disks readable by a reader for JIS X0606 and X6281-compliant optical disks with a diameter of 120 mm)	¥70 per disk
4. Delivery of a facsimile on a DVD-R (limited to optical disks readable by a reader for JIS X6241-compliant optical disks with a diameter of 120 mm)	¥100 per disk
5. Delivery of a copy or facsimile other than by a means described in 1. through 4.	The cost to produce said copy or facsimile.
6. The cost of sending a copy or facsimile of an official document	The amount equivalent to the cost of sending said copy or facsimile.

*Forms (No. 1 to No. 26) are omitted