

Privacy Policy for Students

The Privacy Policy below describes how the University of the Ryukyus (“UR” or “we”) collects, uses and stores personal information of participating students (both current and formerly enrolled).

1. Types of Personal Information Collected

The personal information we collect from you are as follows (if applicable):

- *Contact information*: name, home address, email address and phone number;
- *Demographic information*: date of birth, gender, nationality/citizenship; and photograph;
- *Information related to immigration*: passport number, date of issue, expiry date, place of birth, marital status and a copy of your passport, data included on the Application for Certificate of Eligibility, Residence Card (zairyuu card), personal ID number, ID photo, bank accounts and job title;
- *Correspondence and Survey data*: including specific requests, preferences, feedback and survey responses;
- *Qualifications*: including academic achievement and reference(s);
- *Educational background information*: including name of institutions, Grade Point Average, activities and achievements, certificate of enrollment (education institutions you attend(ed)), academic or professional references, language proficiency certificates, and academic certificates;
- *Work history*: organization name, position and achievement where required;
- *Other contact information*: including your guardian or next of kin in Japan, sponsor of your studies, members of your extended family if they reside in Japan, and emergency contact information;
- *Information of accompanying family members*: including passport numbers, dates of issue, expiry dates, dates and places of birth, marital status and copy(-ies) of family members’ passports);
- *Travel details*: including your flight itinerary to and from Okinawa;
- Photocopy of Driving License and motor vehicle inspection certificate;
- Data about you generated during your time at UR (study and assessment);
- Data when using university resources (library, websites, virtual, learning environments);
- When relevant, information related to special exam arrangements or participation in special exchange program(s); and
- Information related to your health.

2. How Personal information is Collected

Your personal data is collected through your home institution, when you:

- submit application materials by e-mail;
- request UR information to be sent to you;
- complete an online application;
- access any web account on UR's platforms;
- your personal information will be collected from a third party, such as from previous or current school, college, university, or who may sponsor your studies;
- request us to support your student visa application or residence permit; and
- request certificates or information regarding your study period at UR.

3. How Personal Information is Used

Receiving and processing your personal information, as described above, for application to the university, is based on your consent and is used in applications for your student visa and/or residency permit. In order to complete such applications, we may use your personal information for immigration requirements and send immigration documents to you by post.

We may further process your personal information because it is necessary for the performance of a task carried out in the public interest. In order to complete this, we use your personal data for the following:

- to provide you with UR course details and schedules, exchange programs and other events;
- to collect feedback from you;
- to answer your enquiries;
- to administer financial documents, statements and receipts;
- to ensure your safety and security;
- to share your personal information with the travel agency which you request shuttle bus service, tickets service and other services provided by such travel agency;
- to process your personal information which you provide additionally for other purposes;
- to use your name for your email address.
- to manage accommodation services for you;

- to provide library, IT and information services;
- to provide study support service;
- to assist you with exchange program(s) for study outside Japan;
- to evaluate your work performance according to our internal personnel evaluation standards;
- to monitor your interactions and contact you if necessary to offer support; and
- to evaluate and monitor the performance and effectiveness of UR, including training and monitoring our staff performance according to our internal and external personnel evaluation standards.

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

- diplomas and degree verification;
- financial audits;
- compliance with our regulatory and legal obligation; and
- prevention and detection of crime.

We may further process your personal information because it is necessary for the completion of a contract with you or in order fulfill any requests you might make prior to entering into the contract. For fulfilling this respect, we use your personal information for the following:

- to provide your personal information to foreign education/research institutions; and
- to provide student support service in UR, including, additional learning support, Career and Advising Services, and counseling services.

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

4. Sharing Personal Information with Third Parties

Your personal information may be shared with the following organizations:

- Ministry of Education Culture, Sports, Science and Technology;
- Immigration Bureau, Ministry of Justice;

- Japan Student Services Organization (JASSO);
- Japan Society For the Promotion of Science; and
- Any similar organization relevant to your study and existence at UR

Your personal information may be shared with travel agencies with which you request related services and your personal information may be transferred to insurance companies, as part of our legal obligations.

If we want to use your personal information for a reason other than those purposes provided herein or transfer your personal information to any other third parties not set out above, you will be notified and asked for consent.

5. How Long your Personal Information is Kept

Your personal information that was collected either through the application process or directly from you will be stored for a limited period that is based on the legal requirements of national and local authorities in Japan.

A transcript record of your results and academic qualifications will be kept permanently by UR.

6. Your Rights

Once personal information has been collected, you have the right:

- to request access to a copy of your personal data that we hold;
- to request rectification of or clarification about use of certain parts of your personal data;
- to restrict or object to use of your personal data for purposes outside those explained in this document;
- to ask for a copy of your personal data in a format that allows easy transfer (“data portability”); and
- at any time to withdraw consent for further use of your personal data, albeit without affecting processing undertaken prior to your withdrawal request.

7. Cookies* policy:

We use cookies to collect personal information while browsing the university website.

The information collected by cookies will only be used for our services described above.

We also use cookies to deliver our services (including, but not limited to, “Application Form”, “Language Setting”, and “Survey”) and targeted advertising based on your use of our web site.

Advertising technologies which may set cookies on our site include, but are not limited to, Facebook, Twitter, YouTube and others.

8. How Your Personal Information is Protected

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

Note: This Privacy Policy may be updated at any time. The most current version will be available on our Website and, where appropriate, you will be notified by e-mail. If you have any questions, concerns or if you would like more information about our privacy policy, please write to us at r-sekatn@acs.u-ryukyu.ac.jp.