

## CONSENT FORM

### Privacy Policy

Personal information will be handled in accordance with the *Act on the Protection of Personal Information* held by Independent Administrative Agencies and the *Rules and Regulations for the Proper Management of Personal Information, etc.* held by The University of Tokyo (UTokyo).

UTokyo hereby requests your consent in order to obtain and process the following personal data about you.

#### i. Purpose of processing

The personal data provided at the time of application, or during your study at UTokyo, will be used by UTokyo for the following purposes.

1. Management of student registration, health management, scholarship management;
2. Registration for courses, management of student academic results;
3. Issuance of student identification cards and various certificates;
4. Management of account information if applies;
5. Management of information regarding scholarships exemption and any other financial supports;
6. Assistance in student life and extra curricular activities;
7. Management of use of facilities and equipment within UTokyo;
8. Management of records of library access and use;
9. Sending of the academic transcripts and records regarding the student's academic information (such as course selection) to partner universities based on academic exchange agreements or other agreements;
10. Provision of necessary information to the (Japan Student Services Organization and other scholarship organizations, Visa Consulting Service, Immigration Bureau of Japan, Inbound Medical Assistance Service for International Students, travel agencies, and student dormitory corporations);
11. Provision of necessary information to the undergraduate or the graduate schools to which the student belongs.

#### ii. Personal data to be collected and used

UTokyo will collect and use the following personal data about you for the abovementioned purposes:

1. Name
2. Email address

3. Gender
4. Age
5. Date of Birth
6. Nationality
7. Contact details during the term
8. Permanent contact details
9. Emergency contact details
10. Information about home institution
11. Academic program of study
12. Academic progress and assessment marks
13. Information about your coordinator
14. Details of academic background
15. Financial details including those of supporter's information
16. Information about Scholarships
17. Medical History details
18. Chronic Disease details
19. Allergy details
20. ID Photo and Passport details
21. Information about your Supervisor
22. Referee(s) details
23. Personal assessment from referees

iii. Data transfer

UTokyo may provide your personal information to public entities (such as the police or courts) if legally required to do so or to medical institutions in case of an emergency.

iv. Retention Period of your Personal Data

In principle, we will retain your personal data for five years. However, specific retention periods are decided base on the operational needs to fulfill the aforementioned purposes.

v. Your right to withdraw your consent

You have the right to withdraw your consent at any time by submitting withdrawal of consent form.

1. Access to personal data: You have the right to be provided full information about your personal data that UTokyo holds.
2. Data correction: You have the right to require UTokyo to correct any incorrect information

it holds about you.

- 3 . Data deletion: You may also have the right to ask UTokyo to delete your personal data, when certain conditions apply.
- 4 . Restriction on processing of personal data: You may have the right to ask UTokyo to restrict the use of your personal data, when certain conditions apply.
- 5 . Objection to processing of personal data: You may have the right to object to the use of your personal data by UTokyo, when certain conditions apply.

vi. Data subject's right:

To exercise your rights, or if you require further information about how your personal data is used by UTokyo, then contact:

International Exchange Group  
The University of Tokyo  
intex-ut.adm@gs.mail.u-tokyo.ac.jp

vii. Consent declaration

I hereby consent to the processing of the abovementioned personal data of mine for the abovementioned purposes.

By: \_\_\_\_\_

Signature

Print Name:

Date: \_\_\_\_\_