

8 March, 2019

To staff members,

Information Disclosure and Personal Information
Protection Committee
Committee chair Katsuhisa SAGISAKA

Re: Enforcement of European Union's General Data Protection Regulation (GDPR)

As of May 25, 2018, a new rule for the protection of personal information, "General Data Protection Regulation (GDPR)" entered into force in European Union.

GDPR is a unifying rule for the measures to be taken for the protection of personal data etc. in each member country of the European Economic Area (EEA), and it aims to simplify the regulatory environment for international business. GDPR contains provisions pertaining to the processing of personal data and requirements of transfer of personal data from within the European Union to a third country or an international organization.

Personal data as used in GDPR refers, in principle, to all the information relating to an individual residing in European Union, and it includes name or address of an individual as well as other information such as email address, IP address and position information.

When you acquire, process, manage, transfer such personal data, following requirements must be met.

1. You must indicate the objective and period of storage to acquire personal data.
2. You must obtain clear consent from the principal for the acquisition of personal data.
3. You must not utilize personal data for other purposes than originally indicated or possess personal data beyond the designated storage period.
4. You cannot, in principle, acquire sensitive information such as information concerning health, racial origin, sexual orientation, political belief and so on.

Harsh penalties are imposed against GDPR violation and it will lead to an enormous economic and social influence.

Temporal utilization of personal data (for example, utilization of personal data of an individual invited as lecturer to a symposium) can be subject to GDPR when you acquire personal data of an individual from within European Union.

As regards how to deal with personal data, TUFSS has established its Privacy Policy (Personal Information Protection Policy), and abiding by this policy will meet the requirements of GDPR for data utilization.

When you deal with personal data, please ensure that TUFSS's Privacy Policy is presented and appropriate measures are taken in accordance with the Privacy Policy.

On the reverse side are, for your reference, examples of letters to obtain consent to acquire personal information.

※Immediately contact General Affairs and Planning Section when an incident of personal data leakage occurs.

< Examples of letters to obtain consent to acquire personal information >

(In case you are planning a symposium)

[Handling of Personal Information]

Personal information on this application form is utilized by TUFs

- For communication necessary for the participation and operation of the symposium.
- In order to reply to your questions and/or requests, if any.

Please confirm such objective and fill out the form.

[Handling of Personal Information]

Personal information you have entered will be utilized for communication regarding the symposium.

Please accept TUFs's Privacy Policy before filling out the form.

References:

- TUFs Privacy Policy
(http://www.tufs.ac.jp/abouttufs/public_info/privacy/)
- TUFs Personal information protection rules
(http://www.tufs.ac.jp/common/is/soumu/kitei/05_05_06kojin_jouhou_hogo_kitei.pdf)
- TUFs Bylaws concerning management of personal information
(http://www.tufs.ac.jp/common/is/soumu/kitei/05_05_17kojin_jouhou_kannri_saisoku.pdf)
- EU General Data Protection Rules
(<https://www.ppc.go.jp/files/pdf/gdpr-provisions-ja.pdf>)

For questions or more detail;

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