

# Personal Information Policy

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Personal information collected from individuals during the admissions process will be handled in accordance with the following:

## 1. Purpose of Use of Personal Information

- 1) To support the application process
- 2) To carry out the admissions process, such as screening, etc.
- 3) To notify results
- 4) To send enrollment-related documents
- 5) To complete the procedures to attain the Certificate of Eligibility to issue a visa
- 6) To send the orientation guide for international students
- 7) To send information on pre-enrollment education
- 8) To send information on post-enrollment living matters (accommodation services, personal injury insurance, university co-op, etc.)
- 9) To send various questionnaires after admission

## 2. Management of Personal Information

Ritsumeikan Asia Pacific University will manage the personal information of applicants in compliance with the relevant law as well as the Ritsumeikan Trust Personal Information Protection Regulations. Information will be managed securely to prevent loss, destruction or divulgence.

## 3. Provision of Personal Data to Third Parties

The Ritsumeikan Trust does not provide personal data to third parties, without prior consent from the subject except where provision is required by law.

## 4. Outsourcing services associated with the provision of personal data

Ritsumeikan Asia Pacific University may outsource certain work that includes the handling of personal data to a third-party entity having executed an agreement on the proper handling of personal information.

## 5. Statistical Use of Personal Information

Ritsumeikan Asia Pacific University may use data extracted from applicants' personal information to conduct various statistical analysis to be used for surveys and research relating to the admissions process. This data may also be provided to students interested in applying to Ritsumeikan Asia Pacific University. However, the university shall ensure that any information made public cannot be used to identify specific individuals.

Refer to the admissions website for detailed information about APU's GDPR policy (<https://admissions.apu.ac.jp/regulations/>).