

## Personal Information Policy

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Personal information collected from individuals during the APU Online ACE Program (hereinafter referred to as "the program") application process and thereafter will be handled in accordance with the following:

### (1) Purpose of Use of Personal Information

- a. To carry out the program application process, such as screening, etc.
- b. To notify of results
- c. To send program-related documents
- d. To send various questionnaires and/or university information after the program
- e. To organize program activities
- f. To promote future programs
- g. In case of emergency

### (2) Management of Personal Information

Ritsumeikan Asia Pacific University (hereinafter referred to as "APU") will manage applicants' personal information in compliance with relevant laws and regulations. Information will be managed securely to prevent loss, destruction, or divulgence.

### (3) Statistical Use of Personal Information

APU may use data extracted from applicants' personal information to conduct statistical analysis to be used for surveys and research relating to the program. This data may also be provided to students interested in applying to future programs at APU.

### (4) Session Recordings

All sessions will be conducted online, and a recording will be made of each session. Recordings from these sessions may be used to promote APU and future events. You will be required to keep your camera on during the sessions. If you have reservations or concerns over appearing in the recordings, please contact [aceapu@apu.ac.jp](mailto:aceapu@apu.ac.jp).

## **Terms of Participation**

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My participation in the APU Online ACE Program will be actualized in accordance with the following terms:

1. I declare that my application does not contain any falsified information, and I understand that APU may change or revoke my participation if any falsified information has been given.
2. I give permission for the use of my digital image, photograph, and/or comments about the program in university publications and websites coordinated by APU. I also understand that all sessions will be recorded, and the recordings may be used to promote APU and future events.
3. I understand that should unusual and unforeseen circumstances arise due to reasons beyond the University's control, APU reserves the right to cancel the entire program.
4. If I should violate any of the terms listed here, APU may decide to revoke my participation from the program.
5. I will attend all the sessions I have been registered for and I will keep my camera on during the sessions.
6. For the duration of the program, I will follow instructions given to me by APU's program coordinators and will not violate any public policy, law, or regulation of Japan.