

## TOHOKU UNIVERSITY PRIVACY POLICY

This Privacy Policy is issued to inform you of our collection, access, use, and process of your personal data in the ways of the following:

### **1. Categories of Personal Data**

We collect, access, use, and process the following categories of your personal data:

- Name
- Gender
- Age
- Nationality
- Address
- Phone Number
- E-mail Address
- Home University/Institute
- Passport Number

### **2. Purposes on the basis of Legality:**

We use your personal data for the purposes of providing you the following services:

- Registration/Payment
- Arranging accommodations
- Responding to your queries and requirements
- Field Trips
- VISA Application Procedure
- Assigning to classes
- Providing Certificates/Transcript
- Providing Wi-Fi service
- Providing JASSO scholarship

In addition, your personal data may be converted into statistical and aggregate data that could be provided as researches and reports. However, your identification is surely protected by our security system.

### **3. Retentive Period**

We will keep your personal data as long as there is a statutory/legal requirement to do so or in order to provide the aforementioned services to you. For accounting or auditing purposes, we may retain your personal data for a certain period of time after our dealings with you have terminated.

### **4. Data Storage and Transfer**

Furthermore, we may share your personal data with JTB group companies as well as with the other organizations which may be located inside or outside of the European Economic Area (EEA) and provide services related to the provision of the procedures indicated above; ex. registration/payment, accommodations, academic procedures, etc. As Tohoku University is located outside of the EEA, we will arrange adequate safeguards such as Binding Corporate Rules and Standard Contract Clauses (SCC) and transfer your personal data based on the appropriate legal basis.

### **5. Prior Consent**

Whereas we require to access to your personal data that GDPR (General Data Protection Regulation) considers sensitive, we will seek explicit consent from you prior to obtaining the data.

### **6. Your Rights**

You have several rights as the following: the right to request access to your personal data, to have them corrected or deleted, and the right to object to our processing of your personal data. If you require any assistance or further information about how your personal data is used, please contact the Student Exchange Division via e-mail: [studyab@grp.tohoku.ac.jp](mailto:studyab@grp.tohoku.ac.jp)  
If you are not completely satisfied with how your personal data are handled, you may contact your local Data Protection Supervisory Authorities.