[Notice] Purpose of Use of Personal Information

Personal information acquired by OIST will be used for the purposes outlined below. Some tasks, including the handling of personal data, may be outsourced to external organizations under confidentiality agreements, but only to the extent necessary for the relevant work.

OIST will take all necessary measures to prevent breach, loss, or unauthorized use of personal information and will manage it with strict oversight.

OIST will not provide personal data to third parties without the prior consent of the individual, except in cases stipulated by law.

In addition to the conditions listed below, OIST may provide separate guidance on a specific purpose of use at the time personal information is collected.

Personal information acquired by OIST will be used for the following matters pertaining to:

Students

1. Registration as a student, management of student status, issuance of student IDs, management of course registration and grades, educational guidance, etc.
2. Registration and management of use of facilities for university research and educational purposes, internal systems, and communication regarding provided services.
3. Notifications, communications, and announcements regarding courses, registration, and graduation.
4. Operation of classes, examinations, etc.
5. Support for dispatching students to domestic partner institutions under academic exchange agreements and provision of necessary information to partner institutions.
6. Support for study abroad programs and language training abroad under academic exchange agreements, and provision of necessary information to overseas institutions.
7. Issuance of various certificates and degrees.
8. Support for student life and extracurricular activities, lost items, and management of scholarships.
9. Management of student health.
10. Issuance of health check certificates.
11. Counseling and student consultation services.
12. Support and accommodation for students with disabilities.
13. (Only if deemed necessary by OIST) Provision of academic performance information to family contacts.
14. Communication with students and family contacts for notification, requests, etc.

15. Provision of necessary information to organizations conducting scholarship projects.
16. Employment support.
17. Management of tuition and dormitory fee receivables, communications regarding payments, and collection reminders for overdue payments.
18. Management of part-time work within the university, including human resources and labor management.
19. Activities related to improving and promoting education and research (including various surveys).
20. Conducting research ethics education and providing necessary information to relevant institutions.
21. Various inspections, surveys, and evaluations, including those from national and local governments, as well as other organizations.
22. Emergency communication in case of disaster.
23. Public relations activities.
24. Other administrative tasks related to the management and operation of the institution.

Faculty and Staff Members

1. Personnel management.
2. Payment of salaries and other allowances.
3. Labor management.
4. Health management.
5. Welfare benefits.
6. Procedures for the Japan Private Schools Promotion and Mutual Aid Corporation's mutual aid and grant services.
7. Communication with the host or seconded institution.
8. Tax filings.
9. Labor insurance procedures.
10. Emergency communication.
11. Support for educational and research activities.
12. Support for obtaining various qualifications and managing qualification information.
13. Procedures for faculty qualification examinations.
14. Management of research achievements and research funding.
15. Management of education and training.
16. Management of internal network environments, systems, and facilities.
17. Creation of staff directories.
18. Other administrative tasks related to the management and operation of the institution

(including internal audits).

19. Personnel and labor management procedures and communications as required by law.

Applicants for Admission

1. Notifications related to the university's entrance examination.
2. Creation of materials related to future entrance examination methods and public relations activities.

Graduates and Other Persons Who Have Been Enrolled at OIST

1. Issuance of various certificates.
2. Updating personal information, such as name changes.
3. Public relations activities.
4. Requesting cooperation in various surveys.

Family Members of Faculty and Staff Members

1. Procedures related to enrollment of children in the Child Development Center.
2. Communication with guardians.
3. Procedures related to childcare fees.
4. Management of children's health status.
5. Coordination with educational, public, and medical institutions.
6. Procedures related to mutual aid services handled by the Japan Private Schools Promotion and Mutual Aid Corporation.
7. Tax-related procedures.
8. Emergency communication.

Donors

1. Procedures related to the receipt of donations.
2. Distribution of return gifts, university publications, etc.
3. Other necessary tasks related to donation administration.

Clinic Users and Their Families

1. Provision of medical services.
2. Management of patient-related operations.
3. Health insurance administrative tasks.
4. Coordination with other medical institutions, pharmacies, and testing agencies.
5. Information provision to external auditing organizations.

Agency Temp Staff Members

1. Procedures and management related to employment contracts for temporary workers at OIST.

Contractors

1. Procedures and management related to contracting and contract management.
2. Emergency communication.

Visiting Researchers and Research Fellows

1. Management of acceptance procedures.
2. Application for residence status and other necessary immigration procedures.
3. Other necessary tasks related to visiting researchers and research fellows.

Persons Conducting Joint Research with OIST

1. Procedures and management related to collaborative research contracts and inviting researchers.
2. Emergency communication.
3. Usage of university facilities.
4. Procedures and management related to the use of open facilities such as libraries.
5. Procedures and management related to the rental of event venues.
6. Collection and management of contact information for event organizers or contractors renting the venue.
7. Emergency communication related to university facility usage.

Use of OIST Facilities

1. Procedures and management related to the use of open facilities such as the library.
2. Procedures and management related to the rental of event venues.
3. Collection and management of contact details for the organizers or contractors who rent the venues.
4. Contact details in the event of an emergency related to the use of OIST facilities.

Participants in Events Hosted by OIST (including open campus events, information sessions, lectures, workshops, symposiums, and examinations)

1. Procedures and management related to participation in or invitation to events hosted by OIST.

2. Provision of services and information related to events hosted by OIST.
3. Payment of honorarium, travel expenses, etc., and collection of various fees.
4. Tax-related procedures.
5. Work related to improving and promoting education and research (including the implementation of various questionnaires).
6. Contact in the event of an emergency.
7. Other procedures and contact required for work.
8. Sending information about OIST that the individual requests in relation to the event in question.

Applicants for Exchange Programs or Summer Programs
1. Implementation of the program.
2. Creation of statistical data and analysis of exchange activities with partner institutions abroad.
3. If requested by the participant, providing information about their exchange experiences to other students.

Foreign Nationals Who Are Applying to Enroll as Students or To Be Hired
1. Procedures related to residence status applications and other necessary immigration procedures.