

**Regulations on Provision, etc. of Anonymized Personal Information
Held by Incorporated Administrative Agencies, etc.
at Okinawa Institute of Science and Technology School Corporation**

April 1, 2021
Approved by the Chief Operating Officer

(Purpose)

Article 1 These regulations aim at stipulating necessary matters with respect to the creation, provision, etc. of anonymized personal information held by incorporated administrative agencies, etc. at Okinawa Institute of Science and Technology School Corporation (hereinafter referred to as the “School Corporation”) in accordance with [12.3.8.9](#) of the Policies, Rules and Procedures (hereinafter referred to as the “PRP”).

(Relation to Laws, Regulations, etc.)

Article 2 Any matter not stipulated in these regulations shall be in accordance with the relevant laws, regulations, etc. including the [Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc.](#) (Act No. 59 of 2003; hereinafter referred to as the “IAA Personal Information Protection Act”), [rules established by the Personal Information Protection Commission](#), the PRP, and the regulations of the School Corporation concerning the protection of personal information including [the Guidelines for Personal Information Protection](#).

(Definitions)

Article 3 The definitions of terms in these regulations shall be in accordance with regulations established by the School Corporation in addition to Article 2 of the IAA Personal Information Protection Act.

(Solicitation of Proposals)

Article 4 1 Pursuant to the provisions of the Rules of the Personal Information Protection Commission, the President shall solicit proposals as specified in paragraph 1 of the following Article once or more every fiscal year for a fixed period of 30 days or more after the date of commencement of such solicitation by using internet or by other appropriate means, for personal information files our Institute holds (limited to those for which the solicitation of proposals under paragraph 1 of the following Article is stated in the personal information file register; the same applies hereinafter).

2 The President shall officially announce matters necessary for the solicitation of proposals in advance.

(Proposal of Business to Be Conducted Using Anonymized Personal Information Held by Incorporated Administrative Agencies, etc.)

Article 5 1 In response to the solicitation under the provision of the preceding Article, if a person intends to become a business that handles anonymized personal information held by incorporated

administrative agencies, etc. and thereby will use anonymized personal information held by incorporated administrative agencies, etc. that is prepared by processing retained personal information constituting personal information files, the person may make a proposal concerning that business to the President by submitting a written proposal (Appended Form 1; hereinafter referred to as the "Proposal") for such business to the Rules and Procedures Section of the School Corporation (hereinafter referred to as the "Rules and Procedures Section").

2 If an agent makes the proposal in the preceding paragraph, the agent shall make it by attaching a document certifying his/her authority to the Appended Form 1.

3 The following documents shall be attached to the Proposal in paragraph 1:

- (1) A written pledge that the person making the proposal in paragraph 1 (hereinafter referred to as the "Proposing Party") does not fall under any of the items of the following Article (Appended Form 2); and
- (2) A document demonstrating that the business specified in the Proposal contributes to the creation of a new industry, or the realization of a vibrant economic society or an enriched quality of life for the Japanese public.

4 In addition to the documents listed in the preceding paragraph, documents listed in the following respective items shall be attached according to the necessity of the cases in such respective items:

- (1) If the Proposing Party is an individual, a copy of his/her driver's license, health insurance card, Individual Number Card prescribed in Article 2, paragraph 7 of [the Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures](#) (Act No. 27 of 2013), residence card prescribed in Article 19-3 of the [Immigration Control and Refugee Recognition Act](#) (Cabinet Order No. 319 of 1951) or special permanent resident certificate prescribed in Article 7, paragraph 1 of the Special Act on the Immigration Control of, Inter Alia, Those Who Have Lost Japanese Nationality Pursuant to the Treaty of Peace with Japan (Act No. 71 of 1991) listing the same name and domicile or residence as those of that individual or any other document delivered pursuant to the provisions of laws or an order based on the laws sufficiently verifying such Proposing Party's identity;
- (2) If the Proposing Party is a corporation or any other organization, a certificate of registered information or certificate of seal registration listing the same name and address of the head office or principal place of business and the same representative's name as those of the corporation or organization, prepared within six months prior to the date of proposal, or any other document delivered pursuant to the provisions of laws or an order based on the laws sufficiently verifying such Party's identity;
- (3) If the Proposing Party may not attach any document listed in the preceding two items for a compelling reason, a document deemed appropriate by the School Corporation to verify such Proposing Party's identity; and
- (4) A document deemed necessary by the School Corporation in addition to the documents listed in the preceding respective items.

5 The provisions in the preceding paragraph apply mutatis mutandis if an agent makes the proposal in paragraph 1. In this case, the Proposing Party in the provisions of the preceding paragraph, items 1 to 3 shall be read as an agent.

6 If the President finds that the submitted Proposal or documents attached pursuant to the provisions of paragraph 3 or 4 contain a deficiency or that description to be entered therein is insufficient, the President may request the party that made the proposal in paragraph 1 or its agent to provide explanation or correction of such documents.

(Grounds for Disqualification)

Article 6 A person falling under any of the following items is not qualified to make a proposal in paragraph 1 of the preceding Article:

- (1) A minor, adult ward, or person under curatorship;
- (2) A person who received an order of commencement of bankruptcy proceedings and has not had rights restored;
- (3) A person who has been sentenced to imprisonment without work or a heavier punishment or sentenced pursuant to the provisions of the IAA Personal Information Protection Act, [the Act on the Protection of Personal Information](#) (Act No. 57 of 2003) or [the Act on the Protection of Personal Information Held by Administrative Organs](#) (Act No. 58 of 2003; hereinafter referred to as the "AO Personal Information Protection Act") and for whom two years have not yet passed since the date on which the person finished serving the sentence or was not subject to its enforcement;
- (4) A person whose contract to use anonymized personal information held by incorporated administrative agencies, etc. was canceled pursuant to Article 44-14 of the IAA Personal Information Protection Act, where two years have not yet passed since the date of the cancellation;
- (5) A person whose contract to use anonymized personal information held by administrative organs specified in Article 2, paragraph 9 of the AO Personal Information Protection Act (limited to information constituting anonymized personal information files held by administrative organs as provided for in paragraph 10 of the same Article) was canceled pursuant to Article 44-14 of the same Act, where two years have not yet passed since the date of the cancellation; or
- (6) A person who is a corporation or any other organization and any of its officers falls under either of the condition stipulated in each of the preceding items.

(Examination of Proposals)

Article 7 1 If a proposal in Article 5, paragraph 1 is submitted, the President shall seek the opinion of the head of the department holding the personal information in examining the provision of such anonymized personal information.

2 If the proposal in Article 5, paragraph 1 is examined, the President shall order the Chief Operating Officer (hereinafter referred to as the "COO") to call a meeting of the personal information protection committee of the School Corporation as set forth in [PRP12.4.2](#) and seek the opinion of this committee whether such proposal conforms to the criteria listed in the respective items of Article 44-7, paragraph 1 of the IAA Personal Information Protection Act (hereinafter referred to as the "Criteria").

(Notice of Examination Results)

Article 8 1 If the President finds that the proposal in Article 5, paragraph 1 conforms to the Criteria

as a result of seeking the opinion pursuant to the provisions of the preceding Article, the President shall notify the party that made such proposal that such party may conclude a contract with the School Corporation for the use of the anonymized personal information held by incorporated administrative agencies, etc. with a notice of examination results (Appended Form 3).

2 If the President finds that the proposal in Article 5, paragraph 1 fails to conform to any of the Criteria as a result of seeking the opinion pursuant to the provisions of the preceding Article, the President shall notify the party that made such proposal to that effect with the reason therefor with a notice of examination results (Appended Form 4).

(Granting a Third Party an Opportunity to Submit a Written Opinion)

Article 9 1 Regarding the proposal in Article 5, paragraph 1 for a personal information file for which an opportunity to submit a written opinion is granted in the personal information file register, when information concerning a person other than the State, an incorporated administrative agency, etc., a local public entity, a local incorporated administrative agency and a business that handles such anonymized personal information held by incorporated administrative agencies, etc. (hereinafter referred to as the "Third Party") is included in the personal information file relating to such proposal, the President, when providing a notice in paragraph 1 of the preceding Article, may notify the Third Party in such information of the description of personal information relating to such proposal and other matters specified in Article 12 of the Cabinet Order to Enforce the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc. (Cabinet Order No. 549 of 2003; hereinafter referred to as the "Cabinet Order") and may grant an opportunity to submit a written opinion.

2 In addition to the provision in the preceding paragraph, in the cases that fall under any of the following items, before providing a notice in paragraph 1 of the preceding Article, the President shall notify such Third Party of the description of personal information relating to such proposal and other matters specified in Article 13 of the Cabinet Order and grant an opportunity to submit a written opinion, provided, however, that this does not apply to cases where such Third Party's location is unknown:

- (1) Regarding the proposal in Article 5, paragraph 1 for a personal information file in which information concerning the Third Party is recorded, when the notice in paragraph 1 of the preceding Article is to be provided, and when it is found that such information falls under the information prescribed in Article 5, item 1, (b) or in the proviso of item 2 of the same Article of the Act on Access to Information Held by Independent Administrative Agencies (Act No. 140 of 2001; hereinafter referred to as the "IAA Information Access Act"); or
- (2) Regarding the proposal in Article 5, paragraph 1 for a personal information file in which information concerning the Third Party is recorded, when the notice in paragraph 1 of the preceding Article is to be provided, and when it is found that such information falls under the information that may not be disclosed unless pursuant to the provision of Article 7 of the IAA Information Access Act if disclosure is requested pursuant to the provision of Article 3 of the same Act.

3 When the Third Party who was granted an opportunity to submit a written opinion pursuant to the provisions of the preceding two paragraphs submits a written opinion expressing an intention to oppose the creation of the anonymized personal information held by incorporated administrative

agencies, etc. relating to the proposal in Article 5, paragraph 1, the School Corporation deems that a part of the personal information file relating to such proposal (specifically, the part from which retained personal information related to the Third Party who is the relevant individual is excluded) to be the personal information file relating to such proposal.

(Conclusion of a Contract for the Use of Anonymized Personal Information Held by Incorporated Administrative Agencies, etc.)

Article 10 A person who received a notice prescribed in Article 8, paragraph 1 may conclude a contract with the School Corporation for the use of the anonymized personal information held by incorporated administrative agencies, etc. by submitting to the President the Application for Conclusion of Contract for the Use of Anonymized Personal Information Held by Incorporated Administrative Agencies, etc. (Appended Form 5) and documents relating to the conclusion of the same contract and by paying the fee prescribed in Article 13.

(Preparation of Anonymized Personal Information Held by Incorporated Administrative Agencies, etc.)

Article 11 1 When anonymized personal information held by incorporated administrative agencies, etc. is prepared, the retained personal information used for the preparation shall be processed by means necessary for making it impossible to identify a specific individual using the processed information and to restore the processed information to the original state, following the criteria of the Rules of the Personal Information Protection Commission.

2 The provisions in the preceding paragraph apply *mutatis mutandis* if a person entrusted by the School Corporation conducts the preparation of the anonymized personal information held by incorporated administrative agencies, etc.

(Proposal of Business to Be Conducted Using Prepared Anonymized Personal Information Held by Incorporated Administrative Agencies, etc.)

Article 12 1 If a person intends to become a business that handles anonymized personal information held by incorporated administrative agencies, etc. and thereby use anonymized personal information held by incorporated administrative agencies, etc. that contains the outline, etc. of the anonymized personal information held by incorporated administrative agencies, etc. in the personal information file register pursuant to the provisions in Article 44-11 of the IAA Personal Information Protection Act, the person may make a proposal concerning that business to the President by submitting a Proposal (Appended Form 6) for such business to the Rules and Procedures Section. If a person has concluded a contract for the use of anonymized personal information held by incorporated administrative agencies, etc. pursuant to the provision of Article 10 for that anonymized personal information held by incorporated administrative agencies, etc. and intends to change the business for which the person will use that information, the provisions in this paragraph also apply to a proposal for that change.

2 The provisions of Articles 5 to 8 and Article 10 apply *mutatis mutandis* if a proposal is made pursuant to the provisions in the preceding paragraph. In this case, the wording of "notice of examination results (Appended Form 3)" in Article 8, paragraph 1 shall be read as "notice of examination results

(Appended Form 7)," and the wording of "notice of examination results (Appended Form 4)" in paragraph 2 of the same Article shall be read as "notice of examination results (Appended Form 8)."

(Fees for the Use of Anonymized Personal Information Held by Incorporated Administrative Agencies, etc.)

Article 13 1 The amount of fee that a person who concludes a contract for the use of anonymized personal information held by incorporated administrative agencies, etc. pursuant to the provision of Article 10 (including cases applied mutatis mutandis pursuant to the provision of paragraph 2 of the preceding Article; hereinafter the same applies in the following Article) must pay shall be 21,000 yen plus the total amount listed below:

- (1) 210 yen per person for the Third Party that is granted an opportunity to submit a written opinion pursuant to the provision of Article 9, paragraph 1 or 2
(limited to the case where such opportunity is granted);
- (2) 3,950 yen per up to one hour for the hours spent to prepare anonymized personal information held by incorporated administrative agencies, etc.; and
- (3) The amount to be paid to a person who is entrusted the preparation of anonymized personal information held by incorporated administrative agencies, etc. (limited to the case where preparation is so entrusted)

2 The amount of fee that a person who concludes a contract for the use of anonymized personal information held by incorporated administrative agencies, etc. pursuant to the provision of Article 10 applied mutatis mutandis in paragraph 2 of the preceding Article must pay shall be the amount specified in each of the following items according to the classification of a person who concludes a contract for the use of anonymized personal information held by incorporated administrative agencies, etc. as listed in such respective items:

- (1) A person other than those listed in the following item The same amount as the fee that a person who concludes a contract for the use of such anonymized personal information held by incorporated administrative agencies, etc. pursuant to the provision of Article 10 must pay pursuant to the provision of the preceding paragraph or
- (2) A person who concludes a contract for the use of such anonymized personal information held by incorporated administrative agencies, etc. pursuant to the provision of Article 10 (including cases applied mutatis mutandis in paragraph 2 of the preceding Article) 12,600 yen

3 The fees in the preceding two paragraphs shall be paid by means of transfer to a bank account.

(Cancellation of a Contract for the Use of Anonymized Personal Information Held by Incorporated Administrative Agencies, etc.)

Article 14 If a person who has concluded a contract for the use of anonymized personal information held by incorporated administrative agencies, etc. pursuant to the provision of Article 10 falls under any of the following items, the President may cancel such contract:

- (1) The contract has been concluded by fraudulent means or other unfair means;
- (2) The person falls under any of the items of Article 6 (including cases to which any of these items is applied mutatis mutandis in Article 12, paragraph 2); or
- (3) A material breach was committed for any of the provisions of such contract.

(Miscellaneous Provisions)

Article 15 In addition to the provisions of these regulations, matters necessary for the creation, provision, etc. of anonymized personal information held by incorporated administrative agencies, etc. shall be separately set forth.

Supplementary Provision

These regulations come into force on x xx, 2021.

Proposal of Business to Be Conducted
Using Anonymized Personal Information Held by Incorporated Administrative Agencies, etc.

Month Date, Year

To: President, Okinawa Institute of Science and Technology School Corporation

Postal Code

(phonetic transcriptions in kana)

Address or Residence

If corporation or any other organization, enter the address of its head office or principal place of business.

(phonetic transcriptions in kana)

Name

If handwritten, seal may be omitted. If corporation or any other organization, enter its name and the name of its representative. If handwritten by the representative, seal may be omitted.

Seal

Contact

Enter a telephone number or email address that you can be reached at. If there is a department in charge, etc., enter the name of such department in charge and the contact person.

I make a proposal of business to be conducted using anonymized personal information held by incorporated administrative agencies, etc. in accordance with the provisions of Article 44-5, paragraph 1 of the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc. as follows:

1. Name of personal information file
2. Number of relevant individuals in anonymized personal information held by incorporated administrative agencies, etc.
3. Matters sufficient to identify a method of processing
4. Use of anonymized personal information held by incorporated administrative agencies, etc.
 - (1) Purpose of use
 - (2) Method of use
 - (3) Description of business in which such information is used
 - (4) Period during which such information is to be used for the business specified in (3) above
5. Measures to be taken for proper management of anonymized personal information held by incorporated administrative agencies, etc. including prevention of leaks

Pledge

Month Date, Year

To: President, Okinawa Institute of Science and Technology School Corporation

(phonetic transcriptions in kana)

Name

If handwritten, seal may be omitted.

If corporation or any other organization, enter its name and the name of its representative.

If handwritten by the representative, seal may be omitted.

Seal

I pledge that the Proposing Party (and its officers) under the provisions of Article 44-5, paragraph 3; and

Article 44-5, paragraph 3 applied mutatis mutandis in Article 44-12, paragraph 2

of the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc. do not fall under any of the items of Article 44-6 of the same Act.

Instructions for Completion

1. Delete unnecessary letters.
2. The officers mean directors, executive officers, operating officers, auditors, board members, and inspectors, or those who are equivalent thereto.
3. The size of the form should be A4 under the Japanese Industrial Standards.

Notice of Examination Results

To:

Okinawa Institute of Science and Technology School Corporation
, President

We acknowledge that the Proposal of Business to Be Conducted Using Anonymized Personal Information Held by Incorporated Administrative Agencies, etc. dated month date, year conforms to the criteria listed in the respective items of Article 44-7, paragraph 1 of the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc. and notify the following matters in accordance with the provision of paragraph 2 of the same Article.

1. Conclusion of a Contract

You may conclude a contract with the President of Okinawa Institute of Science and Technology School Corporation for the use of the anonymized personal information held by the incorporated administrative agency, etc.

If you apply for the conclusion of a contract for the use of the anonymized personal information held by the incorporated administrative agency, etc., please pay the fee pursuant to 2. below and then submit the Appended Form 5 "Application for Conclusion of Contract for the Use of Anonymized Personal Information Held by Incorporated Administrative Agencies, etc." under Article 10 of the Regulations on Provision, etc. of Anonymized Personal Information Held by Incorporated Administrative Agencies, etc. at Okinawa Institute of Science and Technology School Corporation no later than month date, year.

2. Fee

- (1) Amount of fee to be paid
- (2) Method of payment of fee
- (3) Deadline for payment of fee

3. Method of provision of anonymized personal information held by incorporated administrative agencies, etc.

4. Other

Appended Form 4 (related to Article 8, paragraph 2)

OIST-xxxx-xxxx-xxxx

Month Date, Year

Notice of Examination Results

To:

Okinawa Institute of Science and Technology School Corporation
, President

We acknowledge that the Proposal of Business to Be Conducted Using Anonymized Personal Information Held by Incorporated Administrative Agencies, etc. dated month date, year fails to conform to the criteria listed in Article 44-7, paragraph 1, item ● of the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc. (hereinafter referred to as the "Act") for the following reason and notify to that effect pursuant to the provision of paragraph 3 of the same Article.

(Reason for acknowledging that the proposal fails to conform to the criteria listed in the respective items of Article 44-7, paragraph 1 of the Act)

Application for Conclusion of Contract
for the Use of Anonymized Personal Information Held by Incorporated Administrative Agencies, etc.

Month Date, Year

To: President, Okinawa Institute of Science and Technology School Corporation

Postal Code (phonetic transcriptions in kana)	
Address or Residence (phonetic transcriptions in kana)	If corporation or any other organization, enter the address of its head office or principal place of business.
Name	
Contact	Enter a telephone number or email address that you can be reached at. If there is a department in charge, etc., enter the name of such department in charge and the contact person.

Seal

I received the Notice of Examination Results for OIST-xxxx-xxxx-xxxx dated month date, year and apply for the conclusion of a contract for the use of anonymized personal information held by incorporated administrative agencies, etc. in accordance with the provisions of Article 44-9; and

Article 44-9 applied mutatis mutandis in
Article 44-12, paragraph 2

of the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc.

Instructions for Completion

1. Delete unnecessary letters.
2. Pay the fee for the use of anonymized personal information held by incorporated administrative agencies, etc. pursuant to the matters notified in the notice of examination results.
3. The size of the form should be A4 under the Japanese Industrial Standards.

Proposal of Business to Be Conducted
Using Prepared Anonymized Personal Information Held by Incorporated Administrative Agencies, etc.

Month Date, Year

To: President, Okinawa Institute of Science and Technology School Corporation

Postal Code

(phonetic transcriptions in kana)

Address or

Residence

If corporation or any other organization, enter the address of its head office or principal place of business.

(phonetic transcriptions in kana)

Name

Contact

If handwritten, seal may be omitted. If corporation or any other organization, enter its name and the name of its representative. If handwritten by the representative, seal may be omitted.

Seal

Enter a telephone number or email address that you can be reached at. If there is a department in charge, etc., enter the name of such department in charge and the contact person.

I make a proposal of business (or change of business) to be conducted using prepared anonymized personal information held by incorporated administrative agencies, etc. in accordance with the provisions of

the first sentence of Article 44-12, paragraph 1; and

the second sentence of Article 44-12, paragraph 1

of the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc. as follows:

1. Matters sufficient to identify the anonymized personal information held by incorporated administrative agencies, etc. relating to the proposal

2. Use of anonymized personal information held by incorporated administrative agencies, etc.

- (1) Purpose of use
- (2) Method of use
- (3) Description of business in which such information is used
- (4) Period during which such information is to be used for the business specified in (3) above

3. Measures to be taken for proper management of anonymized personal information held by incorporated administrative agencies, etc. including prevention of leaks

Appended Form 7 (related to Article 8, paragraph 1 as applied mutatis mutandis pursuant to Article 12, paragraph 2 following the deemed replacement of terms)

OIST-xxxx-xxxx-xxxx

Month Date, Year

Notice of Examination Results

To:

Okinawa Institute of Science and Technology School Corporation
, President

We acknowledge that the Proposal of Business to Be Conducted Using Prepared Anonymized Personal Information Held by Incorporated Administrative Agencies, etc. dated month date, year conforms to the criteria listed in the items 1 and 4 to 7 of Article 44-7, paragraph 1 as applied mutatis mutandis in Article 44-12, paragraph 2 of the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc. and notify the following matters in accordance with the provision of paragraph 2 of the same Article.

1. Conclusion of a Contract

You may conclude a contract with the President of Okinawa Institute of Science and Technology School Corporation for the use of the anonymized personal information held by the incorporated administrative agency, etc.

If you apply for the conclusion of a contract for the use of the anonymized personal information held by the incorporated administrative agency, etc., please pay the fee pursuant to 2. below and then submit the Appended Form 5 "Application for Conclusion of Contract for the Use of Anonymized Personal Information Held by Incorporated Administrative Agencies, etc." under Article 10 of the Regulations on Provision, etc. of Anonymized Personal Information Held by Incorporated Administrative Agencies, etc. at Okinawa Institute of Science and Technology School Corporation no later than month date, year.

2. Fee

- (1) Amount of fee to be paid
- (2) Method of payment of fee
- (3) Deadline for payment of fee

3. Method of provision of anonymized personal information held by incorporated administrative agencies, etc.

4. Other

Appended Form 8 (related to Article 8, paragraph 2 as applied mutatis mutandis pursuant to Article 12, paragraph 2 following the deemed replacement of terms)

OIST-xxxx-xxxx-xxxx

Month Date, Year

Notice of Examination Results

To:

Okinawa Institute of Science and Technology School Corporation
, President

We acknowledge that the Proposal of Business to Be Conducted Using Prepared Anonymized Personal Information Held by Incorporated Administrative Agencies, etc. dated month date, year fails to conform to the criteria listed in Article 44-7, paragraph 1, item ● as applied mutatis mutandis in Article 44-12, paragraph 2 of the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc. for the following reason and notify to that effect pursuant to the provision of paragraph 3 of the same Article.

(Reason for acknowledging that the proposal fails to conform to the criteria listed in the Article 44-7, paragraph 1, items 1 and 4 to 7 as applied mutatis mutandis in Article 44-12, paragraph 2 of the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc.)