TUFS OPJLC: PRIVACY POLICY FOR INTERNATIONAL STUDENTS

PURPOSES AND LAWFUL BASIS

- We collect, use and generate the following categories of your personal data:
- Basic personal information to identify you and contact you, e.g., name, email address, etc.
- Information necessary for proceeding with your application and providing our services, e.g., language competency, educational record, etc.
- We collect, use and generate your personal data described above for the following purposes on the respective lawful basis:

1. Proceeding with your application and providing academic services, on the lawful basis.
2. Performing our statutory obligations as educational institute pursuant to applicable laws and regulations, on the lawful basis that it is necessary for the purpose of our legitimate interest, i.e. complying with our statutory obligations; and
3. Facilitating our daily operation as university (e.g., monitoring and improving our educational and academic standard, managing security of our facilities, and establishing, exercising and defending our legal claims), on the lawful basis that it is necessary for the purposes of our legitimate interests, i.e. performing our daily operation appropriately and keeping high educational and academic standard as a university.
4. Promoting our educational programs and services

RETENTION (how long we retain your personal data)

- We will retain personal data of our applicants for 5 years.
- We will retain personal data of the course participants for the period of time required by Japanese laws and regulations.

DISCLOSURE (who we may share your personal data with)

Categories of personal data	recipients
・ Personal details for enrollment confirmation ・ Performance-related information, including badge issuance and class attendance (shared with your home university upon request)	Affiliated / Prospective University in Japan
Basic personal information and educational record necessary for issuing digital credentials	Open-Badge service provider / platformer

YOUR LEGAL RIGHTS

Provided certain conditions are met, you have certain legal rights with your personal data, including access to, correction of, erasure of, or stopping our use of your personal data, and objecting automatic processing of your personal data with a significant consequence to you. If you wish to exercise your rights, please contact us.

COMPLAINT

You can lodge complaints about our way of processing your personal data with data protection supervisory authorities.

INQUIRY

For further information and inquiry, please contact:
Privacy Manager, Tokyo University of Foreign Studies, opjlc[at]tufs.ac.jp