

Dear Students:

Importance of protecting personal information

In recent years, many incidents of loss or leakage of personal information have occurred and have become a social problem. Students also have frequent contact with personal information on and off campus on a daily basis. However, inappropriate handling of personal information not only causes a great deal of trouble to many parties involved, but may also lead to a loss of public trust in the University as well as in you. As a matter for each of us, please be careful how you handle personal information.

What is personal information?

- Information that can identify a specific individual by itself, such as the individual's name, but also information that can be matched with the individual's name to identify the individual, such as gender, date of birth, address, student ID number, grades, email address, ideology, educational background, family relationships, and health status.

Appropriate control

- Personal information collected or obtained through classes, research, TA/RA work, extracurricular activities, etc. must be used only within the scope of its intended purpose. Please handle such personal information with care and under the direction of the faculty member or employee in charge.

For internal use only

- As a rule, personal information must not be taken off campus. The University has experienced cases of loss or theft of laptops and USB memory devices containing personal information taken off campus.

Attention on email and social networking sites

- When sending email, please do not attach files containing personal information, use a file sharing service such as OneDrive or Teams, and be sure to set access restrictions. In addition, please be careful to handle information on social networking services, etc., such as personal information, images, and privacy, as there is a high risk that such information may be spread through reprinting.

Enhanced Security

- Please set strong and secure passwords, install the latest security updates and anti-virus software on PCs and other devices where personal information is stored. In addition, personal information files should be assigned a password and encrypted.

If you have any questions, please consult your instructor, your nearest academic service office, or the following:

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