

Policy on Protecting the Privacy of Students, Faculty, and Staff at Student Healthcare Center at Ookayama and Student Healthcare Center at Suzukakedai , Institute of Science Tokyo

Student Healthcare Center, Institute of Science Tokyo

Established on October 1, 2013

Amended on March 25, 2021, November 7, 2022, October 16, 2025

Student Healthcare Center at Ookayama and Student Healthcare Center at Suzukakedai, Institute of Science Tokyo (“the Center”) is expected to appropriately manage personal information it collects in compliance with the National University Corporation Institute of Science Tokyo personal information protection rules and regulations (Japanese), the National University Corporation Institute of Science Tokyo personal information management rules and regulations, and other relevant laws and regulations as required. The Center shall use the information solely for the specified purposes below.

Basic information of students, faculty, and staff

- To prepare and manage medical records
- To provide medical checkups to students at the Center
- To provide basic information to external contractors of medical checkups

Note: Basic information includes name, date of birth, student/faculty/staff ID, and department to which the individual belongs.

Records of medical examination results, health and medical consultation results, and infection-related reports

- To provide consultation with doctors, health guidance, and inquiries on general health matters at the Center
- To issue results/certificates of medical examinations
- To provide references to medical institutions (Consent from the concerned person is required.)
- To explain medical conditions, etc. of the concerned person to his/her family members/guarantors (only if medically essential, with consent from the concerned person)
- To reply to inquiries from hospitals, etc. (Consent from the concerned person is required.)
- To ask for expert opinion/advice (only if medically essential, with consent from the concerned person)
- To prevent work- and study-related health problems
- To improve health support practices at Science Tokyo for its members

Information collected during counselling

- To provide consultation/counselling to the concerned person
- To prepare references to medical institutions/consultation bodies outside of Science Tokyo; to reply to inquiries from relevant organizations (Consent from the concerned person is required.)
- To contact with or provide medical information, etc. to family members/guarantors (Consent from the concerned person is required.)
- To share information with faculty/staff members (academic advisors/supervisors, service desks, etc.) (Consent from the concerned person is required.)

Anonymous data that is collected based on personal information and retained at the Center

- To improve the study/work environment at Science Tokyo
- To understand general health conditions of Science Tokyo members (students, faculty, and staff)
- For academic studies aiming to improve operations and management of health support practices
- For academic studies aiming to improve counseling quality

Note: Specific individuals are not identifiable with the anonymous data.

Supplementary Note:

An individual who disagrees with one or more of the above uses of information should notify the Center. Otherwise, the individual is considered to have agreed with the uses. The Center may decide to share personal information with other concerned parties without the consent of the concerned person in the following cases:

- A situation is deemed to threaten the life or safety of the concerned person or others.
- Provision of personal information is required based on laws and regulations.
- When the Center's cooperation is essential for a state organization or municipality to perform statutory administrative procedures