

## Management of Students' Personal Information

The Ritsumeikan Asia Pacific University Career Office is taking the necessary steps to ensure the protection and correct management of students' personal information, as set down in Law 57, 2003, titled 'Law concerning the secure handling of personal information' (Law 57, 2003).

The Ritsumeikan Asia Pacific University Career Office will use personal information received from students for the following six purposes.

### Career Questionnaire / SRC (Student Reference Cards)

Information contained on Career Questionnaires and SRC forms will be used for assisting students with their job hunting and recruitment activities.

### Job Offer Information

Personal information recorded on the 'Notification of Informal Job Offer' will be used collectively with other students' information as data for University Pamphlets. Statistical information gained from these forms will also be used to answer surveys conducted by Government Ministries, such as the Ministry of Education, and media related organizations. Information will be given as statistics only. Student names will not be given to outside organizations.

### Job Hunting Diaries

Information recorded in the 'Job Hunting Diaries' submitted to the Career Office will be uploaded on to Ritsumeikan University's 'Job Hunting Support Web System', a system aimed at providing students currently in the process of job hunting with valuable information and advice. This system can only be accessed by Ritsumeikan and APU students, faculty and staff.

### On Campus Recruiting Registration Forms

All personal information contained on the On Campus Recruiting registration forms will be used for administrative purposes relating to the recruitment process of the company or organization in question. This information may also be given directly to the company or organization the student has applied to.

### Record of Attendance at Career Office Related Workshops and Events

Personal information recorded on attendance sheets handed in at Career Office related workshops, guidance sessions and other events will be used by the Career Office for administrative purposes to improve the career support offered to current APU students.

### Other

Students may be required to provide the Career Office with personal information via questionnaires and attendance sheets at times or events not outlined above. In such cases the Career Office will make case-by-case announcements regarding what the information will be used for.

Students' personal information will not be handed out to a third party or used for reasons other than those outlined above.