

Handling and Protection of Personal Information (Privacy Policy)

Nagaoka University of Technology Alumni Association

The objectives of the Nagaoka University of Technology Alumni Association (hereinafter, the “Alumni Association”) are to promote mutual communications, friendship, and educational activities among members, and contribute to the development and support of the Nagaoka University of Technology (Chapter 2, Article 4 of Alumni Association Rules). We collect and retain personal information of alumni required to accomplish these activities.

Based on the Management Rules for Personal Information Retained by Nagaoka University of Technology, and from the perspectives of respect for fundamental human rights and protection of personal information, the Alumni Association complies with the Act on the Protection of Personal Information to ensure the appropriate usage of personal information and the careful protection of such information. In order to retain the trust of alumni members, we carefully manage personal information during the process of our activities.

Thank you for your understanding and support.

1. Collection of personal information

The Alumni Association collects personal information from members listed on original records, submitted by the members themselves to the Alumni Association, to add the data to the roster of regular members. Such information includes the member’s last/first/birth name; completed undergraduate/graduate/master’s/doctor’s course, graduated/completed year and month; instructor’s name (course name); academic background; home address/phone number; place of work/department name/business address/phone number; e-mail; and family home address/phone number.

2. Usage purpose of personal information

The Alumni Association uses personal information for the purposes below so as to ensure smooth operation of its activities.

- (a) Management of the Alumni Association’s roster data
- (b) Communications from the Alumni Association to its members
- (c) Work related to supporting the university
- (d) Invitations to events hosted by the university, departments, or laboratories
- (e) Distribution of communications including VOS, the university’s public relations magazine
- (f) Other work that contributes to the activities of the Alumni Association or the university

3. Outsourcing of work

When the Alumni Association outsources work to an external party involving personal information retained by the Alumni Association, the Alumni Association concludes a confidentiality agreement with the party in advance, and requires it not to use personal information for any purposes other than the original intent, to keep confidentiality, and to discard such information after use.

4. Storing of personal information under safe control

The Alumni Association takes appropriate measures to keep the retained personal information correct and up to date, and to prevent unauthorized access, divulgence, falsification, damage or loss. The Alumni Association does not use personal information for purposes other than those stipulated above. However, this does not apply to usage based on laws, or usage after obtaining prior consent from the subject of such information.

5. Provision of personal information

Personal information is not be provided to any third parties except for cases where prior consent is obtained from the subject of such information, such provision is based on laws, or information is provided to the university to achieve the purposes stipulated in Section 2 above.

6. Request for disclosure, correction, and suspension of use

The Alumni Association shall respond in all good faith if we receive questions or complaints regarding retained personal information, or if we are asked about the usage purpose of personal information, or disclose, correct, or suspend the use of such information. Please understand that if we are asked to suspend the use of such information and we process this request, we may not be able to communicate with you in the future.

7. Contact

If you have any questions regarding this matter or you have suffered any inconvenience, please contact the Alumni Association.

In addition, to keep the retained personal information up to date and correct, if there is any change made to your personal information (change of address, work, name, etc.), please inform the Alumni Association.

1603-1 Kamitomiokamachi, Nagaoka, Niigata 940-2188 Japan

Nagaoka University of Technology Alumni Association

Tel / Fax: +81-(0)258-46-5505

E-mail address (normal): dosokai@nagaokaut.ac.jp

E-mail address outside the university (use this when the address above is unavailable):
nut-doso@info-niigata.or.jp