

# Privacy Policy

The University of Tokyo Co-op: Revised July 27, 2022

The University of Tokyo Co-op has established the following policy regarding the protection and handling of personal information obtained and used by the Co-op to ensure proper handling of such information.

1. Name of business operator, etc.

Name: The University of Tokyo Co-op

Address: 3-1-7 Hongo, Bunkyo-ku, Tokyo

2. Compliance with relevant laws, regulations, guidelines, etc.

Regarding the handling of personal information, the Co-op will comply with the “Act on the Protection of Personal Information” (the “Personal Information Protection Act”) and related government and ministerial ordinances, guidelines, etc.

3. Purpose of personal information

The personal information you provide when you join the Co-op or use its services will be used for the following purposes.

(1) Management of capital contributions and membership lists

(2) Business guidance, receipt of orders, billing, payment settlement, accident response, after-sales services, and related operations as stipulated in the Articles of Incorporation.

(3) Sending information for surveys, campaigns, events, etc.

(4) For matters related to essential meetings of the Co-op, general representatives officers, member planning, etc.

(5) Personal information of your parents or guardians will be used to contact you if you cannot be reached and it has not been possible to provide important information to you

(6) To provide information to the University of Tokyo to the extent necessary for the university’s welfare programs and student life support services (excluding personal information that requires special consideration)

(7) To share personal data as follows:

i) Scope of joint users

The Japan CO-OP Insurance (Kyosai) Consumers' Co-operative Federation, insurance companies, and insurance agencies underwriting group contracts

ii) Purpose

For the conclusion of mutual aid and insurance contracts, maintenance, payment of mutual aid, and various information services and to smoothly perform the above operations and related incidental operations

iii) Information that may be jointly used

Name, Co-op code, member number, date of joining the Co-op, date of leaving the Co-op, and other basic information

Date of birth, gender, address, telephone number, and other information on personal attributes  
Transaction information, such as the registered account of a member, the date of the last transfer of payment for goods, the amount billed, and other information necessary for the joint users.

iv) Name, address, and name of the representative of the party responsible for the management of personal data to be shared

The University of Tokyo Co-op

(<https://www.utcoop.or.jp/>)

7-3-1 Hongo, Bunkyo-ku, Tokyo

Representative Director Tatsuya Nakajima

Please contact the office listed at the end of this document.

4. Provision of personal information to third parties

Except in the following cases, personal information will not be provided to third parties.

(1) When providing personal information with the data subject's consent (including cases where personal information is acquired for various businesses, including travel businesses and various intermediary and agency businesses, and it is clear from the circumstances of acquisition that the relevant personal information will be provided to the respective businesses).

(2) When it is necessary to protect an individual's life, body, or property and it is difficult to obtain the data subject's consent.

(3) When providing personal information to the University of Tokyo in connection with the University's welfare programs and student life support services to the extent necessary for the performance thereof

(4) In accordance with laws and regulations

(5) In case of joint use with other co-ops, companies, etc. (In this case, we will clearly indicate this on the relevant application form, etc.)

(6) When all or part of the handling of personal information is outsourced within the scope necessary to achieve the purpose of use

## 5. Matters concerning security control measures

The Co-op will take necessary and appropriate security control measures for the management of personal information, including the prevention of leakage, loss, or damage. In addition, the Co-op will ensure necessary and appropriate supervision of the employees and contractors who handle personal data. For appropriate management of such information, the Co-op has established and complies with separate “Personal Information Protection Regulations.”

## 6. Procedures for disclosure, etc. of retained personal data

When the Co-op receives a request for disclosure, correction, suspension of use, etc. of retained personal information from the data subject or his/her representative, the Co-op will respond without delay, except in the following cases:

(1) When there is risk to the life, body, property, or other rights or interests of the data subject or a third party

(2) When there is a possibility of significant hindrance to the proper conduct of the Co-op’s business

(3) When it would violate laws and regulations

For inquiries regarding disclosure, etc. of personal information held by the Co-op, please contact us by mail or email at the following address. When making an inquiry, we may ask you to provide additional information to verify your identity or that of your representative or for us to respond appropriately to your inquiry. Please ensure that you are aware of this in advance. Moreover, please note that a handling fee (500 yen) will be charged for notifications regarding the purpose of use and disclosure of personal information.

## 7. Contact for questions and other inquiries

Personal Information Inquiry Consultation Desk (Complaints, etc.)

The University of Tokyo Co-op Personal Information Protection Manager

<https://www.utcoop.or.jp/about/contact/〒113-0033>

7-3-1 Hongo, Bunkyo-ku, Tokyo, University of Tokyo Co-op Member Center