

Disability Resource Center Privacy Policy

The Disability Resource Center will handle personal information with the utmost care and in accordance with the “Act on the Protection of Personal Information,” “The Ritsumeikan Trust Personal Information Protection Basic Policy,” and “The Ritsumeikan Trust Personal Information Protection Regulations,” and will take necessary measures and other security management to prevent the leakage, loss, or breach of personal information. In addition, all staff members at the Disability Resource Center will adhere to confidentiality obligations and keep the content of consultations strictly confidential.

The Disability Resource Center will use personal information to the extent necessary to achieve the purposes listed below. If there are any changes to the purposes of use, the relevant student(s) will be notified of this prior to any changes. In addition, when personal information is to be used for purposes not specified below, the Disability Resource Center will obtain the consent of the relevant student(s) prior to using it.

Purposes of Use of Personal Information

- To provide support (such as provision of reasonable accommodation and other information) to supported students.
- To collaborate with external medical institutions and social service offices, etc.
- To collaborate with affiliated college administrative offices and the Manabi Station.
- To collaborate with internal student support offices (Student Support Room, SSP, Medical Service Center, etc.).
- To seek the opinion and advice of a support advisor or physician.
- To create basic documents on the preservation and improvement of support services.
- To respond to survey requests for the purpose of improving the quality of support as well as for education and research (only for data that does not identify or discern individuals).
- To be used for specialists’ case studies for the purpose of providing better support (only for data that does not identify or discern individuals).
- To report in accordance with The Ritsumeikan Trust Personal Information Protection Regulations in the case of information leaks or accidents, etc.

Sharing of Personal Information

The Disability Recourses Center has to share information with relevant parties that is essential for providing appropriate support and accommodation for students. Regarding the scope and content of this information, information is only shared upon confirming and receiving the consent of the relevant student(s).

However, in cases where there is a possibility of danger to the life or health of a student receiving support or those around them due to a worsening of their disability or medical condition, or in other cases stipulated in Article 27, Paragraph 1 of the Act on the Protection of Personal Information, information may be shared with the parents/guardians of the supported student or medical institutions to the minimum extent necessary, regardless of whether a supported student has given their consent or not.

Reference Documents

- The Ritsumeikan Trust Personal Information Protection Regulations
https://en.ritsumeikan-trust.jp/info/privacypolicy/g01_01_e/
- The Ritsumeikan Trust Personal Information Protection Basic Policy
https://en.ritsumeikan-trust.jp/info/privacypolicy/g01_e/