

Radiation Effects Research Foundation Regulations for Protection of Personal Information

Section 1 – General regulations

(Objective)

Article 1 – The objectives of these regulations, based on the provisions of Article 65-2, Articles of Incorporation of the Radiation Effects Research Foundation (hereinafter referred to as “this juristic person”) and in accord with the idea that personal information should be handled carefully to respect each individual, is to define necessary matters for the proper handling of personal information at this juristic person.

(Definition of employees)

Article 2 – “Employees” denote individuals stipulated in Article 2 of the Rules of Employment as well as all individuals engaged in activities at this juristic person by direction and order of this juristic person.

(Employees’ responsibilities)

Article 3 – In handling personal information, employees pledge to comply with the law concerning protection of personal information (Act No. 57 of 2003: hereinafter referred to as the “Personal Information Protection Law”) and other laws and ordinances based on the Personal Information Protection Law.

2. Based on the provisions on exemption from application of the Personal Information Protection Law,¹ employees, in conducting research and studies to which the Personal Information Protection Law are not applied, pledge to comply with the government-issued Ethical Guidelines for Medical and Health Research Involving Human Subjects (Ministry of Education, Culture, Sports, Science and Technology/Ministry of Health, Labour and Welfare), and Ethical Guidelines for Human Genome/Gene Research (Ministry of Education, Culture, Sports, Science and Technology/Ministry of Health, Labour and Welfare/Ministry of Economy, Trade and Industry) (hereinafter referred to as the “national ethical guidelines”) as well as the following items, and intend to properly handle personal information:

- (1) Prior to conducting research and studies, to have the Institutional Review Board review research protocols concerned, and not to initiate the research and studies concerned without approval from the relevant board;
- (2) When obtaining personal information from individuals themselves, to inform the individuals of the purpose of use of the personal information in advance, other than cases that are considered exceptions in accordance with laws and ordinances;
- (3) Not to provide personal information to any third party without consent from the individuals from whom information was obtained, other than cases that are considered exceptions in accordance with laws and ordinances;

¹ The provisions of “Duties of Entities Handling Personal Information, etc.” of the Personal Information Protection Law shall not apply to cases where, from among entities handling personal information, a university and other organization or group aimed at academic studies, or a person belonging thereto, will provide personal information for use in academic studies.

- (4) When outsourcing activities to other institutions, to choose reliable organizations and conclude work contracts with the other parties to ensure proper handling of personal information; and
- (5) To disclose personal information in the custody of this juristic person when requested by the individual from whom information was obtained.

Section 2 – Basic items requiring attention from employees in compliance with the Personal Information Protection Law

(Specification of purpose of use)

Article 4 – In handling personal information, employees must specify to the extent possible the purpose of using such information.

(Restrictions on use for other purposes)

Article 5 – Employees must not handle personal information beyond the scope of the purpose of use, other than cases that are considered exceptions in accordance with laws and ordinances.

(Notification of purpose of use)

Article 6 – In acquiring personal information, employees must notify the relevant individual of, or make public, the purpose of use, other than cases that are considered exceptions in accordance with laws and ordinances.

(Proper acquisition)

Article 7 – Employees must not acquire personal information through falsification or other fraudulent means.

(Ensured accuracy of personal data)

Article 8 – Employees must strive to maintain personal data accurately and keep such data current within the scope necessary for the achievement of the purpose of use.

(Safe management of personal data)

Article 9 – Employees must adopt necessary and proper measures for the prevention of leakage of, loss of, or damage to personal data.

(Restrictions on provision of personal data to third parties)

Article 10 – Employees must not provide personal data to third parties, other than cases that are considered exceptions in accordance with laws and ordinances:

2. Those who receive the personal data in question will not fall under the category of a third party concerning application of the provision stipulated in the previous paragraph when any of the following circumstances are applicable:
 - (1) When this juristic person entrusts the handling of personal data within the scope necessary for achievement of the purpose of use;
 - (2) When this juristic person jointly uses personal data with specified individuals or groups (provided that the parties from whom the data were derived are informed in advance of this matter, items of the data to be used jointly, the extent of the individuals or groups using the data jointly, the objective of the

users, and the name of person/others responsible for supervising the personal data concerned, or that the parties are allowed ready access to the above-mentioned information).

Section 3 – Basic items concerning release of information in accordance with the Personal Information Protection Law

(Release of personal information in the custody of this juristic person)

Article 11 – This juristic person must release without delay an individual’s personal data in its custody to the individual when the individual requests release of such information, other than cases that are considered exceptions in accordance with laws and ordinances.

(Correction of personal information in the custody of this juristic person)

Article 12 – When an individual, based on justification that his/her personal data in the custody of this juristic person are incorrect, requests correction, addition, or deletion (hereinafter referred to as “corrections”) of the personal data in question, this juristic person must investigate without delay the personal data within the scope necessary for achievement of the purpose of use, and make corrections to the personal data in question based on the investigation results.

(Suspension of use)

Article 13 – When an individual, for reasons listed below, requests the suspension of use, deletion, or suspension of the provision to third parties (hereinafter referred to as “suspension of use”) of the personal data in the custody of this juristic person, this juristic person must implement without delay the suspension of use, other than cases that are considered exceptions in accordance with laws and ordinances.

- (1) Based on justification that the data in question was handled in violation of Article 16 of the Personal Information Protection Law (equivalent to Article 5 of these regulations);
- (2) Based on justification that the data in question was acquired in violation of Article 17 of the Personal Information Protection Law (equivalent to Article 7 of these regulations);
- (3) Based on justification that the data in question was provided to such parties in violation of Article 23-1 of the Personal Information Protection Law (equivalent to Article 10 of these regulations).

(Handling of complaints)

Article 14 – This juristic person must take appropriate and prompt action upon receipt of complaints regarding the handling of personal information.

Section 4 – Organization and system

(General privacy officer)

Article 15 – The Chairman will appoint a general personal information privacy protection officer (hereinafter referred to as “general privacy officer”) for the

comprehensive handling of personal information at this juristic person.

(Privacy officer and personal information custodian(s))

Article 16 – The Chairman will appoint personal information privacy protection officer(s) (hereinafter referred to as “privacy officer(s)”) and personal information custodian(s) (hereinafter referred to as “information custodian(s)”) for supervising the proper handling of personal information in this juristic persons departments and Secretariat.

(Committee for promoting personal information protection)

Article 17 – A committee for promoting personal information protection (hereinafter referred to as the “committee”) will be established to deliberate the necessary issues for the proper handling of personal information at this juristic person.

2. The committee will consist of a general privacy officer, privacy officer(s), and others whom the general privacy officer deems necessary.
3. The general privacy officer will supervise the committee.
4. The General Affairs Section of the Secretariat will carry out administrative work related to the operation of the committee.

(Administrative work)

Article 18 – The General Affairs Section of the Secretariat will conduct the administrative work stipulated in each of the provisions in Article 14.

Section 5 – Other

(Disciplinary action)

Article 19 – This juristic person may take disciplinary action based on the Rules of Employment or work contract rules against employees who violate any of these regulations.

(Ensuring information system security)

Article 20 – This juristic person will give due consideration to the necessity of safety management of personal data and will strive to ensure information system security.

(Supervision of the party entrusted)

Article 21 – When entrusting handling of personal data to another party, this juristic person will conduct necessary and due supervision of the entrusted party in order to ensure the safe management of the personal data concerned.

(Revision and abolition)

Article 22 – Revision and abolition of these regulations will be implemented only through decisions made by the Board of Directors.

Supplementary Provision

(Effective date)

These regulations will be effected from 11 October 2005.

Supplementary Provision

(Effective Date)

These regulations will take effect from the date of registration of the establishment as a public interest corporation, as stipulated in paragraph 1 of Article 106 of the Act Serving as a Complement to Related Laws that Accompany Enactment of the Act on Authorization of Public Interest Incorporated Associations and Public Interest Incorporated Foundations and the Act on General Incorporated Associations and General Incorporated Foundations.

Supplementary Provision

(Effective Date)

These regulations will take effect on the date of approval by the Board of Directors (June 4, 2014).

Supplementary Provision

(Effective Date)

Based on the procedure in Article 8-3 of the Regulations on Management Authority of Directors, these regulations will take effect on the date of approval by the Executive Committee (August 2, 2016) and be applied retroactive to April 1, 2015. The revised provision in Article 3-2-1, however, will be applied from April 1, 2016.

Supplementary Provision

(Effective Date)

These regulations will take effect on the date of approval by the Board of Directors (June 4, 2019).