

Terms of Use for the Tokyo University of Foreign Studies Alumni Information Database System

2022

Established: September 27,

Regulation No. 59

(Purpose)

1. These terms of use (hereinafter referred to as "these Terms") are established for the Tokyo University of Foreign Studies Alumni Information Database System (hereinafter referred to as "the System"), which is managed and operated by Tokyo University of Foreign Studies (hereinafter referred to as "the University").

(Objective)

2. The objective of these Terms is to ensure the safe operation of the System by stipulating the matters that users must comply with when using the System.

(Operating Organization)

3. The operations related to the System are managed by the Alumni Office of the University.

(Eligibility for use)

- 4-1. The System can be used by graduates and postgraduates of the University, including international students who enrolled full-time at the University.
- 4-2. Persons referred to in 4-1 who have been registered in the System in accordance with the procedures by the System, and persons who have been provided with information based on their consent and who have been registered in the System by the University, are referred to as Users of the System (hereinafter referred to as 'Users').

(Functions Provided by the System)

- 5-1. The System provides the following functions:

- (1) Users registration function (enter and update address and other information online)

- (2) Function to set disclosure/non-disclosure of registered information by Users
- (3) Users search function (limited to information disclosed according to personal preferences)
- (4) Function to receive information on events, news, volunteer opportunities, and recurrent education from the University

5-2. The University will send the following content to Users:

- (1) Notifications related to the University
- (2) Notifications related to the System
- (3) Surveys and other content deemed necessary by the University for the improvement of its operations

(User Obligations)

6. Users of the System must comply with all the contents of these Terms when using the System:

- (1) Use the System based on all the contents of these Terms.
- (2) Strictly manage their ID and password (hereinafter referred to as "IDs") under their own responsibility and not lend or transfer them to third parties.
- (3) Immediately report to the Alumni Office if their IDs is leaked or disclosed to a third party, or if it is found to be used by a third party. Users must follow the instructions given by the Alumni Office.
- (4) Not use any information obtained from the System for purposes other than personal use, such as reproduction, sale, publication, or disclosure, and not allow other Users or third parties to do the same.
- (5) Not collect or accumulate personal information of other Users or attempt to do so.
- (6) Not engage in any acts that damage the credibility or dignity of the University using the System.

(Loss of Eligibility for use)

7. If Users violates these Terms and uses their IDs or if the University confirms any other inappropriate behavior, the University may immediately revoke the User's eligibility without prior notice.

(Changes to the Terms)

8. The University may change these Terms without obtaining the User's consent

in the following cases:

- (1) When the change to these Terms conforms to the general interests of the Users.
- (2) When the change to these Terms is not contrary to the purpose of the use of the System and is reasonable having regard to the administrative needs of the System and other circumstances relating to the change.

(Purpose of Use of Personal Information)

9. The personal information of Users registered in the System will be used for the following purposes:

- (1) To understand the career paths of Users and utilize it for employment support of current students.
- (2) To create and provide aggregated data that does not identify individuals for surveys by national and local governments, media, and research institutions.
- (3) To communicate with Users, report on activities and provide information about the University events.
- (4) To provide information to the University's alumni association (Tokyo Gaigokai) with the User's consent.

(Handling of Personal Information)

10-1. In any of the following cases, the University may verify the content of the information registered by the User, usage history, e-mails, etc., and in some cases may disclose this information to third parties.

- (1) When there is a lawful request from a court, police or other judicial or administrative authority or equivalent.
- (2) When there is a problem with maintaining the System.
- (3) When personal information is aggregated or analyzed in a manner that does not identify individuals.
- (4) When it is judged that there is a problem with social norms due to a violation of laws or regulations set by the University.
- (5) When it is necessary to protect the rights or interests of the University, other Users, or third parties.
- (6) When disclosure or provision is required by law.

10-2. The University will protect the personal information of users registered in

the System in accordance with the Tokyo University of Foreign Studies Personal Information Protection Regulations and comply with the separately established privacy policy.

(Disclaimer)

11-1. The University shall not be liable for any damages caused to third parties by Users using the System.

11-2. The University does not intervene in communications or activities between Users.

Users shall resolve any troubles between themselves, and the University shall not be liable for any responsibility.

11-3. The University shall not be liable for any disadvantages or damages caused by the misuse of the User's IDs, by third parties.

Supplementary Provisions

These regulations shall come into effect on September 27, 2022.