

Policy on Protecting the Privacy of Students, Faculty, and Staff at the Health Support Center

Tokyo Institute of Technology Health Support Center

Established on October 1, 2013
Amended on March 25, 2021

Tokyo Institute of Technology Health Support Center (“the Center”) is expected to appropriately manage personal information it collects in compliance with the National University Corporation Tokyo Institute of Technology personal information protection rules and regulations (Japanese), the National University Corporation Tokyo Institute of Technology personal information management rules and regulations, and other relevant laws and regulations as required. The Center shall use the information solely for the specified purposes below.

Basic information of students, faculty, and staff

- To prepare and manage medical records
- To provide medical checkups to students at the Center
- To provide basic information to external contractors of medical checkups

Note: Basic information includes name, date of birth, student/faculty/staff ID, and department to which the individual belongs.

Records of medical examination results, health and medical consultation results, and infection-related reports

- To provide consultation with doctors, health guidance, and inquiries on general health matters at the Center
- To issue results/certificates of medical examinations
- To provide references to medical institutions (Consent from the concerned person is required.)
- To explain medical conditions, etc. of the concerned person to his/her family members/guarantors (only if medically essential)
- To reply to inquiries from hospitals, etc. (Consent from the concerned person is required.)
- To ask for expert opinion/advice (only if medically essential)
- To prevent symptoms of infectious diseases in cooperation with Public Health Centers
- To prevent work- and study-related health problems
- For required reporting and administrative measures based on the Act on the Prevention of Infectious Diseases and Medical Care for Patients with Infectious Diseases, the Act on Prevention of Radiation Hazards due to Radioisotopes, etc., the School Health and Safety Act, the Industrial Safety and Health Act, etc.
- To improve health support practices at Tokyo Tech for its members
- To reply to inquiries from the police, courts, or lawyers (only based on legal requests)

Information collected during counselling

- To provide consultation/counselling to the concerned person
- To prepare references to medical institutions/consultation bodies outside of Tokyo Tech; to reply to inquiries from relevant organizations (Consent from the concerned person is required.)
- To contact with or provide medical information, etc. to family members/guarantors (Consent from the concerned person is required.)
- To share information with faculty/staff members (academic supervisors, course instructors, service desks, etc.) (Consent from the concerned person is required.)
- To reply to inquiries from the police, courts, or lawyers (only based on legal requests)

Anonymous data that is collected based on personal information and retained at the Center

- To improve the study/work environment at Tokyo Tech
- To understand general health conditions of Tokyo Tech members (students, faculty, and staff)
- For academic studies aiming to improve operations and management of health support practices
- For academic studies aiming to improve counseling quality

Note: Specific individuals are not identifiable with the anonymous data.

Supplementary Note:

An individual who disagrees with one or more of the above uses of information should notify the Center. Otherwise, the individual is considered to have agreed with the uses. The Center may decide to share personal information with other concerned parties without the consent of the concerned person if a situation is deemed to threaten the life or safety of the concerned person or others.