

Treatment of Personal Information

The Information Technology Center, the University of Tokyo (hereafter, “the Center”) complies with the relevant laws on personal information, including the Act on the Protection of Personal Information Held by Independent Administrative Agencies, etc., and manages personal information appropriately in accordance with The University of Tokyo Rules on Measures for Proper Management of Retained Personal Information, etc. and The University of Tokyo Information Security Policy.

The personal information provided through the application form for the use of the supercomputer systems (hereafter, “application forms, etc.”) will be used for registration for the use of the supercomputer systems, registration of the user in the user administration system, application documents for continued use of the systems, notification on the registration of users for the supercomputer systems, preparation and sending of invoices for use and notification letters on the use of supercomputer systems, reissuance and sending of passwords, sending of supercomputing news, sending of information about events organized, co-organized, or sponsored by the Center as well as questionnaires related to the operation of the supercomputers, and communication with users, representatives, person-in-charge of communication, person-in-charge of payment, and overall person-in-charge of payment.

Of the information provided, in cases where there are changes to the name of the municipality, postal code, name of the affiliated institution, job title, etc. that cause hindrance to the execution of the abovementioned work, the user may be required to change the information registered with the Center. In cases where the name or other information contain old kanji characters, a similar kanji or a simplified form of the kanji may be registered instead. Your kind understanding is much appreciated.

Information provided is used only for the execution of the abovementioned work. With the exception of cases based on law and where the consent of the person in question has been obtained, information will not be used for other purposes or provided to other parties. The Center will also not entrust the personal information that it holds to parties outside of the Center for information processing or other purposes.

Information submitted through application forms, etc. is kept safely, and only a limited number of employees is allowed to access the personal information through restricted access to the computer systems. In these ways, information is managed strictly to prevent the leakage, loss, damage, or abuse of personal information.

Application forms, etc. are kept and managed in accordance with The University of Tokyo Rules on Document Management, and disposed of after the storage period has ended.

August 2008