

February 27, 2015

To all students,

University of Tsukuba  
President  
Kyosuke Nagata

**【Attention】 Notice on the Handling of Personal Information**

Recently, a student from the Graduate School of Comprehensive Human Sciences had their computer stolen out of the car. The device contained personal (medical) information intended for research when it was taken off campus grounds. This incident posed a significant inconvenience to all those involved due to the lack of appropriate and thorough handling of personal information.

According to the Personal Information Protection Law, personal information should be handled with caution so as to respect individual dignity, and all organizations should make the handling of personal information into a matter of the utmost importance.

Further, please be fully aware that inappropriate management of personal information can lead to serious information leaks.

In this regard, we urge all students to refer to the below guidelines to prevent any future incidents involving the mishandling of personal information.

**Note**

- Refrain from taking personal information off campus without permission.
  - Refrain from carelessly keeping personal information on laptops or USBs.
  - Refrain from unnecessarily including personal information in Emails or materials that will be released for public use.
  - Refrain from casually leaving materials containing personal information on your desk or around copy machines.
  - Make sure that you dispose of materials or recording media containing personal information in a manner that does not allow for restoration or data recovery.
  - Make sure to encrypt files containing personal information.
  - Make sure to encrypt or password protect all recording media (PC, tablet PC, USB memory stick, CD, DVD, etc.) you use when handling personal information.
- In particular, make sure you setup an ID and password for computer devices.