

DBS Network Personal Information Protection Policy

The DBS network (hereinafter referred to as the "Society"), establishes the following "Personal Information Protection Policy" as follows and strives to protect personal information to the best of its ability.

1. Compliance With Personal Information Protection Laws

The Society shall comply with prevailing norms regarding security, such as laws concerning personal information protection and guidelines set by regulatory agencies.

2. Definition of "Personal Information"

"Personal information", as specified by the Society, refers to information that is acquired, retained, and utilized to smoothly carry out the business activities of the Society. It refers to any information that can personally identify an individual as well as personal information data that can be sorted and searched.

3. Purpose for Using Personal Information

The use of personal information by the Society is restricted as follows: personal information will only be used for the purpose of providing members with information and announcements about the DBS Network and the Doshisha University Graduate School of Business ("DBS"). Personal information will be used only to the degree necessary to carry out the following 3 functions, and shall not be used for purposes other than its purpose except for exceptions based on laws and regulations.

- (1) Informing members about the activities and other business of the Society, including General Meetings, announcements from the Executive Board, etc.
- (2) Sending the Members List to members of the Society
- (3) Sending announcements pertaining to DBS lectures, events, programs, and other academic activities such as Research Group
- (4) Other matters approved by the Executive Board

4. Acquisition and Handling of Personal Information

When obtaining the members' personal information, the Society shall acquire it by lawful and fair means. Also, the handling of the acquired personal information shall be restricted to the scope outlined above and shall not deviate from stated purpose of use. The personal information to be acquired shall be the name, year of entry (number of periods), home address, telephone number, e-mail address, company or self-employed

name and telephone number of Society members. However, items that the member him or herself does not wish to provide may be excluded. Updates or changes to any personal information managed by the Society will only be accepted by notification from the member himself/herself.

5. Administration of Personal Information

The Society uses personal information appropriately and in accordance with the purposes stated above. In order to ensure its accuracy and safety, any personal information stored as electronic data will be properly managed by the Executive Board, and security will be ensured with a password.

6. Personal Information Management System

The person ultimately responsible for the protection of personal information administered by the Society is the Chairperson of the Society. Additionally, one person shall be selected from among the Executive Board and appointed as Personal Information Manager, responsible for the management and operation of personal information.

7. Provision of Personal Information to Third Parties

As a general rule, the Society will not provide personal information to third parties without the consent of the person, except for cases based on stipulated usage purpose or laws and regulations.

8. Use of Personal Data by Members of the Society

The Society shall permit the use of personal data by other members of the Society only when it is within the scope of the stated purposes of use, and only if approval of the Personal Information Manager is obtained in advance. In the case that a member is given permission to use the personal information, care must be taken so that personal data is properly managed and not provided to third parties, other than members. Additionally, when the Society member uses the personal information to send an announcement or information to other members, s/he must clearly display in the text that this announcement is based on the member list with approval of the Personal Information Manager.

9. Continuous improvement

In order to properly protect and manage personal information, the Society will

continuously review its policy and personal information management system, and make efforts to improve it as necessary.

This policy will be effective from March 21, 2009.