

## Handling of Personal Information

Kyoto Institute of Technology (hereinafter referred to as “our university”) needs to collect personal information for the purpose described below. In order to protect personal information, our university handles the information it collects as follows, based on our university’s privacy policy (<https://www.kit.ac.jp/en/privacy-policy/>) .

### 1. Purpose of use of personal information

Our university uses personal information for the following purposes.

- (1) Procedure for enrollment of exchange students
- (2) Procedure for managing student registration

### 2. Personal information our university collects

Our university collects the personal information listed in the "Submission Checklist" to carry out the above purpose of use.

(<https://www.kit.ac.jp/wp/wp-content/uploads/2016/03/12.-Submission-Checklist-2020.pdf>)

### 3. Retention period of personal information

Our university retains personal information for the period necessary to carry out the above purpose of use.

### 4. Contact information

Kyoto Institute of Technology

International Affairs Office Student Exchange Services

E-mail : [ses@jim.kit.ac.jp](mailto:ses@jim.kit.ac.jp)