

## **Okinawa Institute of Science and Technology School Corporation Rules for Public Access to Information**

Approved by the President  
April 1, 2022

### **Article 1 Purpose**

The purpose of these Rules shall be to set out the necessary matters regarding the public access to information at the Okinawa Institute of Science and Technology School Corporation (hereinafter referred to as the “Corporation”), in accordance with the Act on Access to Information Held by Incorporated Administrative Agencies (Act No. 140 of 2001, hereinafter referred to as the “Public Access Act”), Act on the Protection of Personal Information (Act No. 57 of 2003, hereinafter referred to as the “Protection Act”), the School Education Act (Act No. 26 of 1947) and the Administrative Procedure Act (Act No. 88 of 1993) (hereinafter collectively referred to as the “Related Laws”).

### **Article 2 Ground Policy**

1. The Corporation must make public in an appropriate manner those matters required to be made public by the Related Laws and these Rules, etc.
2. The Corporation must guarantee the right of individuals and organizations, regardless of nationality, to Disclosure of the Corporation’s Retained Corporate Records and Retained Personal Information.
3. The Corporation must process all Disclosure Requests in accordance with the provisions of the Related Laws and these Rules.
4. The Corporation must, in accordance with these Rules and related regulations, provide the Disclosure Applicant with the necessary information on how to make such a Disclosure Request in a broad and appropriate manner.
5. The Corporation’s officers and employees must recognize the importance of public access to information and respond appropriately in accordance with these Rules.

### **Article 3 Definitions**

1. The definitions of terms in these Rules shall be as set out in the following items;
  - (1) Retained Corporate Records:  
The Corporate Records as defined in Item 1 of Article 3 of the Corporation's Rules for Corporate Records Management and University Archives, which are currently retained by the Corporation;
  - (2) Retained Personal Information:  
The Personal Information as defined in Article 3 of the Corporation's Rules for Personal Information Protection, which are currently retained by the Corporation;
  - (3) Disclosure Applicant:  
A person or organization who requests or intends to request the Disclosure of Corporate Records or personal information held by the Corporation in accordance with the Related Laws and these Rules;
2. The definitions of terms in the following items shall be as set out in the Corporation's Rules for Corporate Records Management and University Archive.
  - (1) Record Manager
  - (2) Responsible Officer for Corporate Records management
3. The definitions of terms in the following items shall be as set out in the Corporation's Rules for Personal Information Protection.
  - (1) Personal Information Protection Manager
  - (2) Responsible Officer for Personal Information Protection

### **Article 4 Matters to be publicized**

1. Matters to be published in relation to the Corporation shall be as follows;
  - (1) Objectives of the institution and a description of its businesses;
  - (2) Information of officers (including information such as the number, names, titles, term of office, and career background of officers);
  - (3) The number of employees;

- (4) Standards for paying compensation and retirement allowances to Officers and employees;
  - (5) Latest Business Plan and Business Report;
  - (6) Latest Balance Sheet, Profit and Loss Statement, and other financial documents;
  - (7) Rules and procedures regarding contracting;
  - (8) Latest opinions of Auditors;
  - (9) Latest reports of a certified public accountant or an auditing firm;
  - (10) Corporate Record File Registry;
  - (11) Personal Information File Registry;
  - (12) Matters required to be made public by applicable laws and regulations, national guidelines, etc.; and
  - (13) Other matters deemed necessary by the Corporation.
2. All the matters in the preceding paragraph shall be published in Japanese.
  3. The individual publication of the matters referred to in Paragraph 1 shall be managed by the department in charge of the relevant affairs.
  4. The publication of the matters referred to in Paragraph 1 shall be made on the Corporation's website.
  5. The Management of the publication on the website referred to in the preceding paragraph shall be carried out by the Secretariat.

#### **Article 5      Non-disclosure Information**

The Corporation may not publish or disclose non-disclosure information as defined in Article 5 of the Public Access Act.

#### **Article 6      Disclosure Requests**

1. When there is an individual request for public access (hereinafter referred to as the "Disclosure") of the Corporation's Retained Corporate Records and Retained Personal Information in accordance with the Related Laws and these Rules (hereinafter referred to as the "Disclosure Request"), the Corporation must disclose the Corporation's Retained Corporate Records and Retained Personal Information subject to the Disclosure Request within

the scope of the provisions of these Rules and the relevant regulations.

2. The Disclosure Request, assessment criteria, methods of Disclosure and fees, etc. set forth in the preceding paragraph shall be provided separately in the Corporation's "Rules for Disclosure of Retained Corporate Records" when the subject of the Disclosure is the Retained Corporate Records, and in the "Rules for Disclosure of Retained Personal Information" when the subject of the Disclosure is Retained Personal Information. However, the Assessment criteria for the Disclosure Request to the Retained Personal Information shall be provided separately in the Corporation's "Assessment Criteria for Disclosure of Retained Personal Information."

#### **Article 7      Requests for Correction and Suspension of Use of Retained Pertaining Personal Information**

1. In the event that the Corporation receives a request for correction or suspension of use, etc. of the Retained Personal Information in accordance with the Related Laws and these Rules, etc. (hereinafter referred to as the "Request for Correction, etc."), the Corporation may take measures to correct or suspend the use of the Retained Personal Information subject to the Request for Correction, etc. within the scope of the provisions of these Rules and relevant regulations, etc.
2. The methods of the Requests for Correction, etc. as described in the preceding paragraph shall be provided separately in the Corporation's "Rules for Disclosure of Retained Personal Information".
3. The assessment criteria for review of the Requests for Correction, etc. under paragraph 1 shall be provided separately in the Corporation's "Assessment Criteria for Disclosure of Retained Personal Information".

#### **Article 8      Chief Executive Officer**

The Chief Executive Officer (hereinafter referred to as the "CEO"), as the head of the corporation, in accordance with the provisions of the Related Laws, shall make final decisions on the reception and processing, disclosure or non-disclosure, and extension of requests for access to information, and shall make

reports and applications to the Prime Minister and other relevant ministers or to the national Personal Information Protection Commission and other government agencies.

### **Article 9 Secretary General**

The Secretary General shall supervise the following affairs under the order of the CEO;

- (1) Publication of and ensuring compliance with all matters required to be published by law applicable to the Corporation;
- (2) Formulation of detailed rules and procedures relating to the assessment criteria, the disclosure methods and fees necessary for the maintenance of these Rules and its enforcement;
- (3) Assisting the CEO in making final decisions and reports as stipulated in the preceding article, and in carrying out its administration;
- (4) Contacting the Disclosure Applicant regarding the decision referred to in paragraph 1 of the preceding article; and
- (5) Publication of these Rules and related regulations, guidelines and assessment criteria for Disclosure Request.

### **Article 10 Record Managers and Personal Information Managers**

1. When there is a disclosure request of corporate records held by the department under the jurisdiction of the Record Manager, the Record Manager must, through the Responsible Officer, submit the subject Retained Corporate Records to the Secretary General and handle the request in addition to the process stipulated in the Corporation's Rules for Disclosure of Retained Corporate Records.
2. When there is a Disclosure Request or Requests for Correction, etc., to the Retained Personal Information, the Personal Information Protection Manager, through the Responsible Officer, must submit the Retained Personal Information subject to the Disclosure Request to the Secretary General, and respond to the processing of the said request, in addition to the Corporation's Rules for Disclosure of Retained Personal Information.

**Article 11      Audit Officer**

1. The Corporation shall appoint the Audit Officer of these Rules, who shall be the Chief Compliance Officer.
2. The Audit Officer may, on a regular basis or as necessary, carry out audits of the Corporation's management of public access to information in accordance with these Rules and related regulations.
3. The Audit Officer must report to the Secretary General on the results of the audits carried out in accordance with the preceding paragraph.

**Article 12      Secretariat**

Administration regarding these Rules shall be conducted by the Rules and Compliance Section.

**Article 13      Disciplinary Actions**

A Corporation's officer or employee in violation of these Rules, by willful act or gross negligence, or those involved in the said violation, shall be subject to disciplinary actions provided in the Corporation's Rules of Employment, etc.

**Article 14      Miscellaneous Provisions**

In Addition to matters stipulated in these Rules, other necessary details regarding public access to information shall be provided by the Secretary General.

**Supplementary Provisions**

These Rules shall come into effect from April 1, 2022.