

# Pre-Arrival Information

## 2021 Graduate Students

Akita International University, Japan

### **Mission Statement of AIU Graduate School of Global Communication and Language**

The Mission of the AIU GSGCL is to prepare students for careers in professional communication fields that make positive contributions to today's global society. With programs in English and in Japanese that engage students in classroom and practical training activities, the GSGCL provides students with the knowledge and practical skills they need to advance their careers.

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### 【Matriculation Procedures and Schedule until classes begin】

event	venue	April Matriculation	September Matriculation
Deadline for Online Application	/	March 12	August 17
Deadline for Payment of Miscellaneous Fee	/	March 25	August 17
Orientation	online	April 3	August 28
Matriculation (Scheduled)	online	April 11	September 1
Class begin	/	April 9	September 2
Deadline for Tuition Payment	/	May 1	October 1

### 【Inquiry/Mail Address】

Student Affairs, Akita International University  
 Okutsubakidai, Tsubakikawa,  
 Yuwa, Akita, Japan 010-1292  
 Tel: 018-886-5935/5934    Email: [studentaffairs@gl.aiu.ac.jp](mailto:studentaffairs@gl.aiu.ac.jp)

The information in this handbook is as of February 2021 and subject to change.  
 Please check the updated information on our website regularly.  
In addition, in order to prevent the spread of the new coronavirus infection, we are currently imposing restrictions on access to the campus and use of campus facilities. Details will be explained during the orientation on April 3.

# I Procedure for Enrollment

There are two procedures, submission by post and online. Please complete both steps.

As for Pre-graduate students, please complete the procedures when you are enrolled as regular students in September.

## 1. Document submission by Post

	Document	Note
(1)	Letter of Agreement Regarding Personal Data Processing (Form 1)	Please read “Letter of Agreement regarding Personal Data Processing” (p.12) thoroughly, and send the signed document to us by post by the deadline.
(2)	Application form for Alumni Membership (Form 2)	Fill in the form where you can enter and send it to us by post. Please leave the column of ID number blank. If you have graduated from the Faculty of International Liberal Arts of AIU, you do not have to submit this form.



- If you wish to correct any information after filling anything out, please correct it by crossing out the mistake with double lines, put your hanko stamp on it, and write the correct information in any blank space nearby.
- Please remember that we do not accept the documents, if your signature or hanko stamp image is considered as someone else’s.
- Please refer to p.2 for the mailing address.

## 2. Online Applications

Online form will be available for:

【Prospective Students from April】 from February 15, 2021

【Prospective Students from September】 from August 6, 2021

	Document	Note	URL/QR code
(1)	New Students Information Form	<ul style="list-style-type: none"> <li>• This is to register your basic information.</li> <li>• You will be asked to upload a photo for your student ID. Please make sure you have a Google email account ready.</li> </ul>	<a href="https://forms.gle/GCAygtSywn5BEM6WA">https://forms.gle/GCAygtSywn5BEM6WA</a> 
(2)	Health Information Form	Please read the “Completion of ‘HEALTH INFORMATION FORM’ below and Vaccination” below thoroughly beforehand.	<a href="https://forms.gle/8edU6mHZYESXb9By5">https://forms.gle/8edU6mHZYESXb9By5</a> 

- Once you completed the online form, a confirmation email will be sent to your designated email address from forms-receipts-noreply@google.com. If you are protecting your email account with protection software, please adjust the setting so that you can receive email from forms-receipts-noreply@google.com. If you cannot receive emails because of a specific circumstance, please describe the reason in the Remarks Section of the form.
- If you have a trouble submitting those forms online or any inquiry, please ask us.

### **Completion of “HEALTH INFORMATION FORM” and Vaccination**

We request all matriculating students to complete and submit the “MEDICAL INFORMATION FORM”. The provided information will be used exclusively for student health care and education, and for providing necessary information for medical personnel and/or the hospital in case of an emergency. Health information will be processed statistically and may be used for some reports. Please check the following and enter the form.

- Please fill in all the sections.
- Please check any vaccinations, illness(es) or allergy (ies) you have experienced until now (if applicable) with the person who knows your health condition well and write the details in the box.
- Before entering information, please check if you have received the following vaccinations. If you cannot confirm whether you have taken the vaccination or not, please be sure to take an antibody test to clarify if you have the antibody or not. If you do not, please take the vaccination. If you cannot take the vaccination for some reason, please mention it in the remarks section.
  - MMR vaccine (measles-mumps-rubella vaccine)
- If you have some information that you would like to let us know in advance, please mention it in the remarks section.

## II Tuition, Miscellaneous Fee and Alumni Association Fee

### 1. Tuition and Payment Deadline

	Amount	Deadline
April Matriculation	348,000 JPY	Saturday, May 1, 2021
September Matriculation	348,000 JPY	Friday, October 1, 2021

\* Please note that when tuition is amended, the new tuition amount will be applied from that day forth.

#### 【Payment Method】

Please transfer the tuition fee to the account below by the payment deadline

If you wish an automatic bank transfer from the 2nd semester, please inform us of your mailing address to [bursar@aiu.ac.jp](mailto:bursar@aiu.ac.jp) so that we can mail you a "Deposit Account Transfer Request Form / Automatic Payment Application Form". Please submit the completed application form to the Division of General Affairs.

If you plan to apply for tuition reduction, your tuition payment will be suspended. Please do not pay the tuition by the deadline above. After receiving the notification of the result of the exemption application, please pay the specified tuition fee by the deadline stated in the notification.

- Please make a payment under the student's ID number and name.
- The sender of the fund is responsible for the handling charge or the commission to the bank.
- Please make a payment by the deadline. Otherwise, it may result in a dismissal from the university.
- Automatic withdrawal from the bank transfer will be done on May 1 for Spring Semester and on October 1 for Fall Semester (in case of holiday, the next business day). Please note that those dates will not be notified by the university each time.

#### 【Wired from domestic banks】

Beneficiary Name	Akita International University
Beneficiary Bank Name	Akita Bank, Kawabe Branch
Beneficiary Account Number	0182072

#### 【Wired from overseas】

Beneficiary Name	Akita International University
Beneficiary Phone Number	+81-18-886-5900
Beneficiary Account Number	0182072
Beneficiary Address	Yuwa, Akita-city, 010-1292, Japan
SWIFT Bank Identification Code	AKITJPJT
Beneficiary Bank Name	Akita Bank, Kawabe Branch
Beneficiary Bank Address	12-4 Aza Hojogasaki, Wada, Kawabe, Akita-city, Akita, 019-2601, Japan

## 2. Miscellaneous fee

### 【Regular Students】

	Miscellaneous Fee	Breakdown		Deadline
April Matriculation	5,430 JPY	① Influenza Immunization Fee /one injection	3,000 JPY	Thursday, March 25, 2021
		② Insurance Fee	2,430 JPY (for 2 years)	

### 【Pre-graduate Students】

As for Pre-graduate students, please make payments twice (in April and in September).

	Miscellaneous Fee	Breakdown		Deadline
April	1,340 JPY	Insurance Fee	1,340 JPY* (for 1 year)	Thursday, March 25, 2021
September	5,430 JPY	① Influenza Immunization Fee /one injection	3,000 JPY	Tuesday, August 17, 2021
		② Insurance Fee	2,430 JPY (for 2 years)	

\*Although this is the fee for one year, a pre-graduate student should pay this amount since the minimum contract period of insurance is one year. At the time when you are enrolled as a regular graduate student, you have to pay the fee newly for two years.

#### ① Influenza Immunization Fee

In order to prevent transmission on campus, all students without a valid excuse must be vaccinated against influenza in November. Please note that when the amount is amended, the difference will be refunded or collected.

#### ② Insurance Fee

All students are required to join the “Personal Accident Insurance for Students Pursuing Education and Research (PAS) and “Liability Insurance coupled with PAS” provided by the Japan Education Exchanges and Services (JEES) to cover any contingent liability and accidents during your campus life. These insurances cover injuries that you may suffer due to unexpected accidents during classes or extracurricular activities and also injuries and destruction of properties which may be caused by you during classes or extracurricular activities and when on the way to or from campus.

These insurances do not cover the cost of treatment for disease. The university will take care of the application process.

#### 【Payment Method】

- Please pay the fee under the student’s name in case of bank transfer. If it is paid under the name of an account holder or guardian, it will take time to confirm the payment.
- Miscellaneous fee must be paid in one payment by the deadline written above.
- The sender of the fund is responsible for the handling charge or the commission to the bank.
- We will not issue an invoice. Please make the required payment to the bank account below.

【Wired from domestic banks】

<b>Beneficiary Name</b>	Akita International University
<b>Beneficiary Bank Name</b>	Akita Bank, Kawabe Branch
<b>Beneficiary Account Number</b>	0195034

【Wired from overseas】

<b>Beneficiary Name</b>	Akita International University
<b>Beneficiary Phone Number</b>	+81-18-886-5900
<b>Beneficiary Account Number</b>	0195034
<b>Beneficiary Address</b>	Yuwa, Akita-city 010-1292, Japan
<b>Beneficiary Bank ABA or SWIFT Bank Identification Code (BIC)</b>	AKITJPJT
<b>Beneficiary Bank Name</b>	Akita Bank, Kawabe Branch
<b>Beneficiary Bank Address</b>	12-4 Aza Hojogasaki, Wada, Kawabe, Akita-city, Akita 019-2601, Japan

### 3. Alumni Association Fee

All AIU students are requested to pay the AIU Alumni Association Membership Fee upon matriculation. The AIU Alumni Association was founded in March 2008 to contribute to the development of the university, the international and local communities, and to deepen connections among its members.

Current students at the university are all considered as pre-members of the association. You can receive support in your student life. Please see the Alumni Association Website for details, <https://aiualumni.or.jp>.

	<b>Regular Graduate Student</b>	<b>AIU Alumni</b>	<b>Deadline</b>
Alumni Association	20,000 JPY	0 JPY	April Matriculation: Friday, March 12, 2021 September Matriculation: Tuesday, August 17, 2021

\*As for pre-graduate students, please pay the fee when you are enrolled as regular students in September.

【Payment Method】

Please pay the Alumni Association Fee with by bank transfer by the deadline. Please bear the handling charge or the commission to the bank.

【Wired from domestic banks】

<b>Beneficiary Name</b>	Akita International University Alumni Association
<b>Beneficiary Bank Name</b>	Akita Bank, Kawabe Branch
<b>Beneficiary Account Number</b>	0207717

**【Wired from overseas】**

<b>Beneficiary Name</b>	Akita International University Alumni Association
<b>Beneficiary Phone Number</b>	+81-18-886-5900
<b>Beneficiary Account Number</b>	0207717
<b>Beneficiary Address</b>	Yuwa, Akita-city, 010-1292, Japan
<b>SWIFT Bank Identification Code</b>	AKITJPJT
<b>Beneficiary Bank Name</b>	Akita Bank, Kawabe Branch
<b>Beneficiary Bank Address</b>	12-4 Aza Hojogasaki, Wada, Kawabe, Akita-city, Akita, 019-2601, Japan



## III Graduate Student Orientation and Matriculation Ceremony

### 1. Graduate Student Orientation

The Graduate Student Orientation will be held online (zoom).

You are required to attend all the programs of the Orientation since important information will be provided by representatives from each office in AIU.

**Date: Saturday, April 3 9:00 – 17:00 (scheduled)**

Information such as the details of the program, zoom meeting ID, etc. will be informed to you by sending email to the address entered in the online form.

### 2. Matriculation Ceremony

Information about the matriculation ceremony will be posted on the university website as soon as it is determined.

## IV Campus Life

### 1. Financial Support

Financial Aid programs are available to AIU students. We regularly call for application of scholarship programs by AIU and other private sector foundations, and provide student loan opportunities by JASSO or municipalities. As for the details, you will be notified by email after your matriculation.

#### **【AIU's own scheme for Tuition Reduction/Exemption】**

AIU may reduce or exempt the tuition payments for the students who have extreme difficulty in paying tuition due to financial problems or unforeseen disasters. You will be informed about further details of the scheme after your matriculation.

#### **【Student Loan by Japan Student Services Organization (JASSO)】**

If you had made reservation for student loan by JASSO in your university, please make sure to bring “進学届” with you.

If you wish to apply for the loan after your matriculation, please obtain your transcript from your university in advance.

#### **【Other scholarship opportunities】**

After your matriculation, we will inform you of the scholarship application opportunities by private sectors or AIU. For the applications, you will have to submit transcripts from your university. Please obtain some copies in advance, if you wish to make applications.

### 2. Insurances

#### **【Student Life Insurance coupled with PAS】**

Although all students are obliged to join the “Personal Accident Insurance for Students Pursuing Education and Research (PAS)” and “Liability Insurance coupled with PAS” as a minimum safeguard, it may be insufficient because of the limited compensation.

“Student Life Insurance coupled with PAS” is an optional insurance which specially covers your medical expenses, academic expenses, and so on. Even if you do not join it, you are strongly recommended to join some kind of insurance that covers compensation to the same extent. Please refer to the URL below for details and fee. If you wish to join it, please go through the procedure by yourself.

<https://www.web-tac.co.jp/service/univ/>

### 3. Certificate of Enrollment

Certificate of Enrollment will be available right after the day of Matriculation Ceremony. You can print it out from a machine at the Administration Office for free of charge.

### 4. Academic Year Calendar

Class days and event schedules are posted on Academic Year Calendar. There are some class days on holidays. Please refer to the updated calendar on AIU Official Website when you plan to go home or to do other activity.

[https://web.aiu.ac.jp/wp/wp-content/themes/aiu/doc/about/academic/gr\\_calendar/GraduateAcademicCalendar\\_2021-2022.pdf](https://web.aiu.ac.jp/wp/wp-content/themes/aiu/doc/about/academic/gr_calendar/GraduateAcademicCalendar_2021-2022.pdf)

### 5. Preparation of PC

You will need a computer to take online courses and to write essays and presentations. If you don't have one yet, please purchase one with an eye to your future student life and study abroad. You will need a webcam and microphone, which you will need to purchase separately for models that are not built into the computer. If you are about to purchase a computer, the recommended computer specifications are as follows.

#### **Required conditions**

- CPU: Core i3 or higher for Intel, Ryzen 3 or higher for AMD
- Memory: 8GB or more
- Internal storage: SSD 250GB or more (HDD is not acceptable)
- Built-in webcam and microphone (USB camera and microphone can be external)

## Recommended conditions

- Capable of external video output (HDMI, etc.) (If no output terminal is available, prepare an adapter)
- Must have at least a 3-year warranty

## 6. Healthcare

AIU aims to foster global human resources who can contribute to the international community. In order to achieve this goal, each student is required to take action towards a healthy lifestyle and manage time wisely for his or her health maintenance.

It is highly recommended that students be prepared for life at AIU. There are neither hospitals nor pharmacies within walking distance from campus. If any medicines need to be taken regularly for any chronic symptoms including allergy or stress, please go to see a doctor to receive them and learn any daily treatments for your condition.

### **【National Health Insurance Card and First-Aid Kit】**

For unexpected injuries and diseases, please always keep your National Health Insurance Card and first-aid kit at hand. You will always be required to present your National Health Insurance Card each time you go to the hospital. In addition, your first-aid kit should contain the following items, including medicines suited for you.

- Medicine for Cold ●Antipyretic Analgesics ●Gastrointestinal Drugs ●Ointment ●Disinfectant
- Other items for injury care (thermometer, scissors, tweezers, sterile gauze, absorbent cotton, plaster tape, bandage, plastic bags)

### **【Medical Check-up】**

AIU provides an annual health check-up, in accordance with the School Health and Safety Act. All graduate students whose ID numbers begin with “1” must undergo compulsory annual medical examinations during orientation period. Details will be informed later.

## 7. Special Accommodations

Based on the “Act for Eliminating Discrimination against Persons with Disabilities”, AIU provides special support to students with needs for support\* by eliminating social and physical barriers in order for all students to exercise the right to study and experience university life, ensuring an equal opportunity environment regardless of disabilities.

If you need any special accommodation for studying and student life, or you have any inquiry, please let us know by using the online form, which is part of the Medical Information Form. After checking the contents, AIU staff will contact you to help you submit your medical certificate or disability certificate.

Official applications will be accepted after matriculation. However, please inform us of any special support in a timely matter as it takes time to determine details of support.

Please note that there could be some cases where the support is not provided.

\* Refers to students who face restrictions on academic learning and/or daily life over an extended period because of physical disabilities, internal impediment and/or disease, and wish to receive support and are recognized to require support.

## 8. Facilities on campus

### **【Health and Medical Care Room】**

The Health and Medical Care Room is located in Building E. There is no medical doctor stationed on campus. The nurse with teacher’s qualification will provide first aid treatment for illness and injury. In addition, students can receive a medical examination, health consultation and health education such as AED seminar, building up physical strength, and food education, for health life on campus. Students are encouraged to visit the room if they seek health advice.

### **【Counseling Room】**

The Counseling Room is located in Building E. Students can receive counseling for mental health issues from a qualified counselor. Students may also receive counseling services for a variety of mental health problems related to academic and/or social stressors. Students should feel free to visit the Counseling Room, rather than keeping their problems to themselves. Counseling is provided on an appointment basis. All information is kept confidential.

**【ATM on campus】**

There is an Akita-Bank (Kawabe branch) ATM on campus (operation hours: 9 a.m. – 6 p.m. between Monday to Friday, 9 a.m.-5 p.m. on Saturday, Sunday and Holidays). Please note that there are a limited selection of cards of other banks that can be used from this ATM. There's no "Japan Post" ATM on campus.

**【AIU shop】**

The AIU shop is located on the 1<sup>st</sup> floor of the Student Hall. You can buy snacks, sweets, drinks, sundries, stationary etc.

**【Cafeteria】**

As for open hours, please refer to our website.

**【College Café】**

Located on the 1<sup>st</sup> floor of Student Hall, the College Café serves light meals, non-alcoholic, and alcoholic beverages. As for details, please refer to our website (Japanese only).

**【Computer room】**

There are three IT computer rooms, totaling 150 computers (Windows OS).

**9. Public Transportation**

As for details, please refer to our website.

**10. Bicycles**

Bicycles must be stored in the designated area with a security lock. The university is not responsible for any damage or theft of bicycles stored in the university property. Please take care of your bicycle on your own.

**11. Car Parking**

We do not have sufficient car parking on campus. Due to lack of parking spots in the dormitory area, it is highly likely that you will not be able to find a parking space for your car.

**12. Moving Residency**

If you move from outside Akita city, you should move your resident registration to Akita city based on Resident Registration Law. In order to complete this, you must get a certified copy of your moving-out record at the municipal office of your current residence. Please submit the certificate and register your residence at the municipal office in Akita City after you arrive.

# V Letter of Agreement regarding Personal Data Processing

Akita International University is committed to treating all personal data properly in accordance with the Act for Protection of Computer Processed Personal Data Held by Administrative Bodies and the Akita Prefecture ordinance regarding personal data.

In accordance with the above ordinance, the university informs you of the purposes and usages of the personal data as indicated below. If you agree with the usage of your data below, please sign and submit the attached form to the Division of Student Records in the Administrative Office.

If you have any objection to the usage of your data as described below, please notify the university in writing. The usage below is limited to educational purposes at AIU. If the usage below is not allowed, the university may not be able to respond in its full capacity to some cases such as emergency situations.

We will appreciate your understanding and cooperation on this matter.

## 1. Personal data that the university will collect

Person	Information	Main Purposes
Student	Photo, Student ID(*1), Admission ID(*1), Name, Faculty & Program or Graduate School & Program(*1), Date of Birth, Sex, Educational History, Nationality, Home Address and Telephone Number, Current Address and Telephone Number, Addresses and Telephone Number During Study Abroad, Cell Phone Number, Place of Origin, Commuting Route, Passport Information, Eligibility for Stay in Japan, Certificate of Graduation, Certificate of Enrollment, Period of Stay in Japan (In Case of Non-Japanese Students), Medical Information	Contacting Student and Guarantor Posting, Emergency Contacts Developing Student Database Processing Admission and Graduation Creating Certificates Creating Diplomas, Student E-mail Accounts Selecting of Recipients of Tuition Waiver Assigning, Selecting Awards Recipients Administering Academic Information (Registration, Grading, Examinations, Certificates) Sending Grade Summary Health Check
Guarantor	Name, Relation to the Student, Sex, Address, Nationality, Place of Origin, Telephone Number, Workplace, Work Address, Work Telephone, Emergency Contact	Producing Official Documents Publication of Promotion Documents Supporting Study Abroad, Career Development and Internships
Student and/or Guarantor	Bank Account Information (Bank Name, Bank Code, Bank Book Number, Type of Bank Account, Bank Account Number, Stamp )	Automatic Withdrawal of Tuition Insurance Registration

## 2. Data that the university will provide

Recipients	Type of Information	Information	Purpose
Guarantor	Student Information	Student ID(*1), Faculty & Program or Graduate School & Program(*1), Name, Date of Birth, Admission Date, Grade Information (Course Title, Instructor, Grade, Credits, etc.)	Sending Grades
Overseas Insurance Company (*2)	Student Information	Name, Student ID(*1), Sex, Destination of study abroad	Facilitating insurance Application process
Organizations which host or participate in community outreach/cultural exchange programs(*3)	Student Information	Name, Sex, Age, Place of origin (country or region )	Create a list of participants and event materials for the purpose to facilitate the cultural exchange activities.
Medical Institutions	Student Information	Name, Date of Birth, Sex, Medical Information	Consulting Medical Institutions

(\*1) The Admission ID, Student ID, Belonging of Faculty & Program or Graduate School & Program are all considered as personal information.

(\*2) The insurance company which AIU requires students to purchase overseas insurance from at the time of departure for study abroad.

(\*3) The Organizations which the university recognizes as proper and appropriate for students' cultural exchange experience.

### [ INQUIRIES ]

The Division of Student Records, Office of Academic Affairs  
Akita International University

9:00 a.m.- 5:00 p.m., Monday-Friday except Holidays (Japan Time)

☎ +81-18-886-5871

✉ studentrecords@gl.aiu.ac.jp

## VI Paperwork and Procedures for International Students

- **For current residents in Japan**

If you currently reside in Japan and wish to move into Akita city, you should move your resident registration to Akita city. In order to complete this, you must get a certified copy of your moving-out record at the municipal office of your current residence. Please submit the certificate and register your residence at the municipal office in Akita City.

If you made a resident registration in Japan in or after October 2015, you are automatically assigned a “My Number,” which is a unique social security number in Japan. If you have either of the two “My Number” cards (right), please make sure to bring it with you when you register.



- **For current overseas residents**

For the spring semester of 2021, please do not enter Japan and take classes online from your current country or region of residence.

- **Work Permit**

Students who have a ‘College Student’ visa are allowed to work part-time for up to 28 hours per week during a semester period and eight hours per day during a long break period (summer break, winter and spring break). In order to be eligible to work, you must obtain a work permit (officially called ‘Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted.’) beforehand. If this is your first entry into Japan, you can apply for a work permit at the airport of your arrival. After this point, you can still obtain a work permit, but will have to go to the immigration bureau in downtown Akita. For further information on work permits, please visit the following website: [http://www.immi-moj.go.jp/newimmiact\\_1/en/port-city.html](http://www.immi-moj.go.jp/newimmiact_1/en/port-city.html)

## Letter of Agreement Regarding Personal Data Processing

I hereby agree to the personal data processing of Akita International University, which was explained in the booklet (P.12).

Name of Student: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

Name of Guarantor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

AIU Alumni Association ISH  
Application form

Form 2

To The President of AIU Alumni Association ISH

Date (dd/mm/yy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

I agree with the purpose and business of the AIU Alumni Association ISH and hereby apply for the membership.

Zip code \_\_\_\_\_

Address \_\_\_\_\_

Name in English ( First / Family ) \_\_\_\_\_

Tel No. \_\_\_\_\_

Student ID number \_\_\_\_\_

E-mail Address \_\_\_\_\_

※We will not use your personal information provided here for any other purpose than alumni activities

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Personal Information Handling Agreement

I hereby confirm the following matters and agree with the handling of personal information by AIU Alumni Association ISH:

1. Purpose of personal information usage

The collected personal information shall not be used for any other purpose than our alumni activities.

2. Provision of personal information to third parties

The collected personal information shall not be provided to third parties except when it gets necessary to outsource any of Alumni activities to those parties or to submit a required report to the public organization by law, or in case of emergencies such as accidents.

3. Disclosure of personal information

Upon your request, we shall immediately disclose, correct, add, or delete any collected personal information.