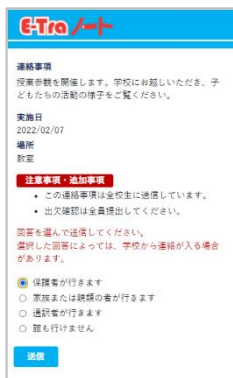


Our school uses E-Tra ノート (E-Tra note) to communicate with guardians.



## About E-Tra ノート

Up until now, we used printouts to send notices as well as information on sudden changes and belongings to guardians, but this service will be used to send emails directly to guardians instead.

In addition, such emails will be translated into the native languages of non-Japanese speakers.

### Supported languages

Japanese, English, Chinese (simplified), Urdu, Portuguese (Brazilian), Filipino, Vietnamese, Nepali, and Spanish

## Requests to guardians

Guardians are requested to register their email address and language information to enable us to send information.

## Rules for handling personal information

Please carefully read the information below before using the service.

### About the handling of personal information related to "E-Tra ノート (E-Tra note)"

"E-Tra ノート (E-Tra note)" (called "the service" below) is a service run by TOPPAN INC. in order to notify guardians who use the service (called "guardians" below) of information from the school, etc. Our school manages the handling of personal information based on these materials.

#### 1. Safe management of personal information

Our school strictly manages and protects personal information registered to the service. To protect personal information from unauthorized access, loss, destruction, alteration, leakage, and similar problems, we take measures to safely manage such information. In addition, we properly and promptly take action to respond to any problem that does occur.

#### 2. Purpose of use

To facilitate the use of the service, our school registers personal information (1) below, and we urge guardians to register personal information (2). This personal information is used only when sending information from the school to users who have registered (2) below, specifically by translating the information into the preferred language and sending it to the email address registered in (2). Personal information will not be used for any other purpose.

- (1) Student information: information related to children enrolled at our school (each child's name, class, and student number)
- (2) Guardian information: personal information related to guardians, which is registered by the guardians on the guardian information registration screen (each guardian's preferred language and email address)

#### 3. Provision of personal information to third parties

Personal information registered to the service will generally not be provided to third parties except in the cases indicated below. If it becomes necessary to provide personal information to third parties in other cases, we will notify the person concerned by email and obtain their agreement.

- (1) When there is prior agreement by the guardian

- (2) When providing personal information is necessary to protect the life, body, or property of the person concerned or a third party, to improve public health, or to promote the healthy development of children, and it is difficult to obtain the guardian's agreement

- (3) When providing personal information is necessary for the purpose of cooperation related to the completion of legally required work by a national organization, local public entity, or outsourcing contractor, and obtaining the agreement of the person concerned would hinder the completion of such work

- (4) When it is necessary to disclose personal information due to a legal order, etc.

#### 4. Outsourcing of the handling of personal information

To the extent that it is necessary to achieve the purpose of use described in 2. above during the use of the service, the handling of registered personal information will be outsourced to TOPPAN INC., and this outsourcing contractor will be supervised to prevent the leakage of personal information and similar problems.

5. Handling of personal information disclosure, revision, deletion, suspension of use, etc. If our school receives an inquiry from a guardian that is related to registered personal information and concerns either the guardian's or their child's personal information—including purpose of use notification, disclosure, detail revisions, additions, or deletions, suspension of use, erasure, or suspension of the provision of the information to third parties (called "disclosure, etc." below)—we will respect the wishes of the guardian by properly and promptly responding. (However, please note that, because personal information is essential to run the service, the revision, updating, or deletion of personal information might result in the inability to use the service in whole or in part.) If you have a request concerning disclosure, etc. or another inquiry, please contact the teacher in charge.

By using the service, guardians are assumed to agree with the content of this paper.