

| Section | | Confidential Information | Strictly Confidential Information |
|---|-----------------------------|---|---|
| Copying • Printing • Picture Taking | Authorized personnel | <ul style="list-style-type: none"> •The faculty or staff members who are responsible for managing the confidential information. • Personnel who obtained a permission from the authorized faculty or staff members. | <ul style="list-style-type: none"> •The faculty or staff members who are responsible for managing the strictly confidential information. • Personnel who obtained a permission from the authorized faculty or staff members <input type="checkbox"/>The SCI-manager <input type="checkbox"/>Personnel who obtained a permission from the SCI-manager. |
| | Recording • Reporting | — | <ul style="list-style-type: none"> <input type="checkbox"/>Recording on the management table is required. <input type="checkbox"/>Making a report to the trustee for research is required. |
| | Paper documents | •Copies of the paper documents must not be left in the copy machine. | <ul style="list-style-type: none"> <input type="checkbox"/>Copies of the paper documents must not be left in the copy machine. <input type="checkbox"/>Copying/printing/picture taking shall be recorded using user IDs. <input type="checkbox"/>Copying/printing/picture taking is prohibited. <input type="checkbox"/>Others () |
| | Digitized information | •Copies of the digitalized information must not be left in the printer/digital camera/cell phone etc. | <ul style="list-style-type: none"> <input type="checkbox"/>Copies of the digitalized information must not be left in the printer/digital camera/cell phone etc. <input type="checkbox"/>Printers shall be installed in access controlled rooms. <input type="checkbox"/>Printers shall be installed in the offices of the faculty or staff members who are responsible for managing the strictly confidential information. <input type="checkbox"/>Being present in front of the printer while printing is required. <input type="checkbox"/>Copying/printing/picture taking shall be recorded using user IDs. <input type="checkbox"/>Copying/printing/picture taking is prohibited. <input type="checkbox"/>Others () |

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| Distributing | Authorized personnel | <ul style="list-style-type: none"> • The faculty or staff members who are responsible for managing the confidential information. • Personnel who obtained a permission from the authorized faculty or staff members. | <input type="checkbox"/> The faculty or staff members who are responsible for managing the strictly confidential information. <input type="checkbox"/> Personnel who obtained a permission from the authorized faculty or staff members. <input type="checkbox"/> The SCI-manager <input type="checkbox"/> Personnel who obtained a permission from the SCI-manager. |
| | Recording Reporting | — | <input type="checkbox"/> Recording on the management table is required. <input type="checkbox"/> Making a report to the trustee for research is required. |
| | Paper documents | <ul style="list-style-type: none"> • The confidential information shall be labelled as “Confidential.” • An explanation of how to handle the paper documents shall be provided. • The paper documents shall be collected back if necessary. <ul style="list-style-type: none"> • The paper documents shall be mailed in a sealed box and marked as “Confidential” if necessary. • In principle, some measures for preventing wrong FAX transmissions shall be taken. | <input type="checkbox"/> The strictly confidential information shall be labelled as “Strictly Confidential.” <input type="checkbox"/> An explanation of how to handle the paper documents shall be provided. <input type="checkbox"/> The paper documents shall be collected back if necessary. <input type="checkbox"/> The paper documents shall be numbered serially and be collected back after the meeting. <input type="checkbox"/> The paper documents shall be mailed in a sealed box and marked as “Confidential” if necessary. <input type="checkbox"/> Some measures for preventing wrong FAX transmissions shall be taken. <input type="checkbox"/> Being present in front of the FAX machine while faxing is required. <input type="checkbox"/> Only distributing the paper documents by hand is permitted. <input type="checkbox"/> Distributing the paper documents is prohibited. <input type="checkbox"/> Others () |
| | Digitized information | <ul style="list-style-type: none"> • Encrypting or password-protecting is required. • The digitalized information and the passwords must be provided in separated emails. | <input type="checkbox"/> Encrypting or password-protecting is required. <input type="checkbox"/> The digitalized information and the passwords must be provided in separated emails. <input type="checkbox"/> Distributing the digitalized information is prohibited. <input type="checkbox"/> Others () |

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| Storing | Paper documents | <ul style="list-style-type: none"> •The paper documents shall be stored in a locked storage. •The faculty or staff members who are responsible for managing the confidential information shall keep the storage key. | <ul style="list-style-type: none"> <input type="checkbox"/>The paper documents shall be stored in a locked storage. <input type="checkbox"/>The paper documents shall be stored in a locked storage separately from any other documents. <input type="checkbox"/>The paper documents shall be stored in a dedicated locked storage. <input type="checkbox"/>The faculty or staff members who are responsible for managing the strictly confidential information shall keep the storage key. <input type="checkbox"/>The SCI-manager shall keep the storage key. <input type="checkbox"/>Others () |
| | Digitized information | <ul style="list-style-type: none"> •Login authentication is required for the information storage device (e.g. PCs) •In principle, the confidential information shall be encrypted. •A permission is necessary to access the network. •When the confidential information is stored in an information storage device (e.g. USB flash devices), the device shall be password-protected. | <ul style="list-style-type: none"> •Login authentication is required for the information device (e.g. PCs) •The strictly confidential information shall be encrypted. <input type="checkbox"/>Entering the room in which the information storage device is stored is restricted. <input type="checkbox"/>Entering the building or floor in which the information storage device is stored is restricted. <input type="checkbox"/>The strictly confidential information shall be stored on a dedicated information storage device that is not connected to the network. <input type="checkbox"/>When the strictly confidential information is stored in an information storage device (e.g. USB flash devices), the device shall be password-protected. <input type="checkbox"/>Storing the strictly confidential information on a electronic device (e.g. a USB flash device) is prohibited. <input type="checkbox"/>Others () |

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| Taking the information out from the storage | Authorized personnel | <ul style="list-style-type: none"> •The faculty or staff members who are responsible for managing the confidential information. •Personnel who obtained a permission from the authorized faculty or staff members. | <input type="checkbox"/> The faculty or staff members who are responsible for managing the strictly confidential information. <input type="checkbox"/> Personnel who obtained a permission from the authorized faculty or staff members. <input type="checkbox"/> The SCI-manager <input type="checkbox"/> Personnel who obtained a permission from the SCI-manager. |
| | Recording Reporting | — | <input type="checkbox"/> Recording on the management table is required. <input type="checkbox"/> Making a report to the trustee for research is required. |
| | Paper documents | <ul style="list-style-type: none"> •The authorized persons, by themselves, shall take the paper documents out from the storage and return in it. | <input type="checkbox"/> The authorized persons, by themselves, shall take the paper documents out from the storage and return in it. <input type="checkbox"/> Taking the paper documents out from the storage is prohibited. <input type="checkbox"/> Others () |
| | Digitized Information | <ul style="list-style-type: none"> •When the digitalized information is taken out from the storage, it shall be encrypted or password-protected. | <input type="checkbox"/> When the digitalized information is taken out from the storage, it shall be encrypted or password-protected. <input type="checkbox"/> Taking the digitalized information out from the storage is prohibited. <input type="checkbox"/> Others () |
| Returning/Disposing | | <ul style="list-style-type: none"> •The confidential Information shall be returned or disposed of based on the contracts between the companies and Kanazawa University. •The confidential information shall be disposed of under the direction and responsibility of the faculty or staff members who are responsible for managing the information in such a way that the disposed information can never be accessed by a third party. | <ul style="list-style-type: none"> •The strictly confidential Information shall be returned or disposed of based on the contracts between the companies and Kanazawa University. <input type="checkbox"/>The strictly confidential information shall be disposed of under the direction and responsibility of the faculty or staff members who are responsible for managing the information in such a way that the disposed information can never be accessed by a third party. <input type="checkbox"/>The strictly confidential information shall be disposed of under the direction and responsibility of the SCI-manager in such a way that the disposed information can never be accessed by a third party. |
| Inspection | | <ul style="list-style-type: none"> •The information management officer can conduct an inspection if necessary. | <ul style="list-style-type: none"> •The information management officer shall conduct an inspection once a year |
| Cost of special measures | | — | <ul style="list-style-type: none"> •In principle, the cost of special measures for managing the strictly confidential information shall be covered by the companies. |

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