



CDC User Personal Information Consent Form

1. Overview

Okinawa Institute of Science and Technology Graduate University’s Tedako Child Development Center and School Age Program (herein CDC) is subject to Japanese law and the University’s policies, rules and procedures in Information Technology and Security (herein PRP17).

The CDC utilizes external childcare management software products including those with their data servers located overseas. Parents and Guardians with children enrolled in the CDC and their emergency contacts must consent to the use of personal information in the software to be utilized by CDC

2. Scope

In this consent form, parents or guardians of children enrolled at the CDC and their emergency contacts agree to allow CDC to utilize personal information for childcare management within software(s). The purpose of the childcare management software(s) includes digitized sign in/out, parent and guardian contact details, messaging, photos, class enrollments, wait lists, and child specific information such as meal type, and health information. Details of the software products utilized can be found in the CDC Parent Handbook and SAP Parent Handbook.

Please note that personnel affiliated with external software products (third parties) may have access to Personal Information to a level beyond that available to the public.

3. Rules

1. All users are obligated to use IT resources in an effective, efficient, prudent, and responsible manner in support of the mission of the University and in line with relevant legal, contractual and professional obligations.
2. Users shall adhere to the OIST respectful workplace policy, especially when communicating via email or other digital means
3. Should users become aware of an information security incident they shall immediately contact the CISO and CIO via security-incident@oist.jp.
4. Circumventing security controls is prohibited.
5. Under no circumstance is a user authorized to engage in any activity that is illegal under local, prefectural, national or international law.

For situations not covered here, refer PRP17 or contact it-help@oist.jp.

I have read, accept, and agreed to abide by the conditions outlined above.

Child’s Name: _____

Full Name (Print): _____ Relation to Child: _____

Signature: _____ Date: _____

Full Name (Print): _____ Relation to Child: _____

Signature: _____ Date: _____