

RIETI Regulations Regarding the Protection and Management of Confidential Datasets

RIETI Regulation No. 36, July 2, 2007

Amended on April 1, 2008 (RIETI No. 16 dated March 31, 2008)

Amended on May 17, 2010 (RIETI No. 9 dated May 14, 2010)

Amended on December 1, 2010 (RIETI No. 6 dated December 1, 2010)

Chapter 1 General Provisions

(Purpose)

Article 1 The Regulations Regarding the Protection and Management of Confidential Datasets (hereinafter the "Regulations") shall set forth procedures for the appropriate management of Confidential Datasets (defined in Article 2 Clause 2) in order to protect the rights and interests of the individuals who provided data and to ensure the credibility of RIETI, while at the same time facilitate the appropriate and smooth research and administrative activities at RIETI.

(Definition)

Article 2 In the Regulations, the term "datasets" shall refer to a collection of letters, numbers, shapes, and other information that were constructed so that they could be searched, aggregated, or processed by electronic processes.

2. In the Regulations, the term "Confidential Datasets" shall refer to: (1) datasets provided by non-RIETI sources for use by RIETI on the condition that RIETI administers them with extremely stringent measures to protect their confidentiality and other datasets that have been provided by non-RIETI sources and designated as requiring special confidentiality protection by the RIETI Confidential Datasets Management Committee as stipulated under Article 14 of the Regulations (hereinafter collectively "Borrowed Confidential Datasets"); and (2) sets of data on corporations, establishments, and individuals collected by RIETI for research purposes (hereinafter "Developed Confidential Datasets").

3. In the Regulations, the term “Documentation Submitted to the Provider” shall refer to the documentation submitted by RIETI to the provider (hereinafter “Provider”) of a Borrowed Confidential Dataset upon borrowing the dataset. Such documentation includes, but is not limited to, the contract concluded with the Provider and other relevant documents attached thereto in association with the use of the dataset. Such documentation shall list the purposes of and conditions for using the dataset, such as the location(s) for use, etc.

4. In the Regulations, “Terms and Conditions for Use of the Confidential Datasets” shall refer to the documentation listing the conditions of using the Confidential Datasets and the conditions of their use, such as the location(s) for use.

Chapter 2 Management System and Other Relevant Matters

(Applications for Use by Project Leaders or External Applicants)

Article 3 In order to control the administration of the Confidential Datasets within RIETI, a Confidential Datasets Control Manager shall be appointed, and the RIETI Director of Research shall serve this role.

2. If a research project of RIETI requires the use of Confidential Datasets, the project leader shall appoint a Confidential Datasets Manager and name the users of such Confidential Datasets (hereinafter the users whose names are listed in the application form shall be the “Listed Users”). The Confidential Datasets Manager to be appointed shall be from among the participants of the project or the project leader may name himself/herself as the Confidential Datasets Manager; thereafter the project leader shall apply for the use of such datasets to the Confidential Datasets Control Manager in accordance with Form 1-1 attached hereto.

3. In the case the Confidential Datasets Manager in the foregoing clause is replaced, the project leader shall submit a notification to the Confidential Datasets Control Manager in accordance with Form 1-2, stating that a new Confidential Datasets Manager has been appointed.

4. External persons (hereinafter the “External Applicants”) applying for the use of Developed Confidential Datasets shall submit the application form to the Confidential Datasets Control Manager in accordance with Form 1-3, naming himself/herself or a participant of the project to serve as a Confidential Datasets Manager. Along with such an application, the applicants shall

attach a brief description of their research plans and the research institute to which they are affiliated. Furthermore, in the case of changing the Confidential Datasets Manager, the External Applicants must submit a notification to the Confidential Datasets Control Manager, using Form 1-4 attached hereto.

5. The Confidential Datasets Control Manager shall examine the applications within one month after the receipt of such application, according to Clauses 2 and 4, and report the results to the Chairman.

6. The criteria for the examination under the previous clause shall be determined separately by the Chairman.

(Management Responsibilities of the Confidential Datasets Control Manager, Confidential Datasets Manager, and the Listed Users)

Article 4 In order to protect confidentiality of the Confidential Datasets, the Confidential Datasets Control Manager, the Confidential Datasets Manager, and the Listed Users shall appropriately manage the datasets to ensure the following:

- 1) The Confidential Datasets are not taken out (including transmissions) from the specifically allocated operations room;
- 2) The Confidential Datasets are not copied without permission;
- 3) In the case any copies are made, any misprinted paper shall be collected and completely destroyed;
- 4) The locking and storing of keys of the storage room shall be checked;
- 5) Anyone other than the Listed Users shall not use the Confidential Datasets; and
- 6) In the case the Confidential Datasets require online authentication, no one other than the Listed Users shall use the authentication keys.

(Setting the Conditions for Use)

Article 5 In the case the contents of the application form under Article 3 Clauses 2 and 4 are acknowledged as appropriate, the Chairman of RIETI shall authorize and issue Terms and Conditions for Use of the Confidential Datasets, according to Form 2, which stipulates the following matters with regard to the use of Confidential Datasets, and authorize distribution of the form to the Confidential Datasets Manager:

- 1) User Name(s)
- 2) Purpose of Use
- 3) Location of Use
- 4) Method of Use (The form and manner in which the use of the Confidential Datasets is permitted shall be specified, with examples of descriptions including but not limited to "paper," memory devices such as "CDs" and "DVDs," and "online usage." In the case of online usage, the symbols or numbers identifying the PC to be used and its location shall also be specified.)
- 5) Intended Period of Use
- 6) Other

Chapter 3 Management of the Confidential Datasets

(Receipt of Confidential Datasets)

Article 6 Borrowed Confidential Datasets supplied by Providers shall be received by the Confidential Datasets Control Manager.

2. Upon receiving the Borrowed Confidential Datasets, the Confidential Datasets Control Manager may issue the "Confidential Datasets Receipt" with his or her signature if the issuance of such a receipt is required by the Provider.

(Storage of the Confidential Datasets)

Article 7 In the case the Provider recorded the contents of the Borrowed Confidential Datasets by using CDs or DVDs and supplies the information in such forms, the Confidential Datasets

Control Manager shall place such items into large envelopes with the name of the research project in which such datasets are being used and the name of the Confidential Datasets Manager in charge, and manage such envelopes by storing them in the specifically allocated repository. Such repository shall be unlocked only by the Confidential Datasets Control Manager.

2. In the case the Provider supplies the contents of the Borrowed Confidential Datasets in electronic format, such electronic information shall be stored in the folder that may only be accessible by the Confidential Datasets Control Manager or specific persons designated by the Confidential Datasets Control Manager.

3. In the case the Provider supplies the contents of the Confidential Datasets in the form of online information through the use of an authentication key system, such authentication keys shall be managed by the Confidential Datasets Control Manager or the Confidential Datasets Manager appointed by the Confidential Datasets Control Manager.

(Handing Over the Confidential Datasets)

Article 8 The Confidential Datasets Control Manager shall not hand over the Confidential Datasets to anyone other than the Listed Users.

2. The Confidential Datasets Control Manager shall hand over the Confidential Datasets to the Listed Users by any of the following methods:

- 1) Physically hand over the actual recording media such as CDs or DVDs;
- 2) Record the Confidential Datasets in media such as CDs or DVDs and physically hand them over;
- 3) Physically hand over the PC storing such Confidential Datasets;
- 4) Create copies of such datasets within the PC used by the Listed Users; and
- 5) Provide the online authentication key for accessing the Confidential Datasets.

Prior to handing over the datasets, the Confidential Datasets Control Manager shall confirm that no file sharing software (Winny or other similar software) is installed on the PC used by the Listed Users, using appropriate detector software.

3. In the case the Confidential Datasets are copied with the approval of the Provider, the Confidential Datasets Control Manager shall check the number of such copies.
4. Prior to handing over the Confidential Datasets to the Listed Users, the Confidential Datasets Control Manager shall physically hand over Terms and Conditions for Use of the Confidential Datasets (and copies of the Documentation Submitted to the Provider in the case of the Borrowed Confidential Datasets) and collect the relevant form, either Agreement Form for Required Terms and Conditions per Use of the Borrowed Confidential Datasets (Form 3-1) or Agreement Form for Required Terms and Conditions per Use of the Developed Confidential Datasets (Form 3-2), from the Listed Users.
5. In order to explicitly list the conditions for using the Borrowed Confidential Datasets as set forth by the Provider, the Confidential Datasets Control Manager may add, modify, delete, or otherwise amend the terms and conditions in Form 3-1.
6. In the case Listed Users enter into a direct contract for using the Borrowed Confidential Datasets with the Provider and/or directly submit to the Provider an appropriate agreement form adhering to the required terms and conditions and other relevant laws when applicable, the Confidential Datasets Control Manager may exempt such Listed Users from the usual requirement of providing to RIETI Form 3-1 referred to in Clause 4 hereof. In lieu of such filing with RIETI, the Confidential Datasets Control Manager shall collect from the Listed Users a copy of the direct contract and/or agreement form(s) submitted to the Provider.

(Delegation of Tasks)

Article 9 The Confidential Datasets Control Manager may delegate tasks or part thereof under Article 6, Article 7, and Article 8 to RIETI employees specifically appointed by the Confidential Datasets Control Manager.

(Duties of the Listed Users)

Article 10 The Listed Users shall comply with the contents of Agreement Form for Required Terms and Conditions per Use of Borrowed Confidential Datasets or the Agreement Form for Required Terms and Conditions per Use of Developed Confidential Datasets (hereinafter simply

referred to as "Agreement Form(s)" unless distinction is necessary) stipulated under Article 8 Clause 4 (in the case of Clause 6, the contract along with any other agreement form submitted to the Provider as stipulated in the clause), and use the Confidential Datasets according to the conditions listed in Terms and Conditions for Use of the Confidential Datasets (and the Documentation Submitted to the Provider in the case of the Borrowed Confidential Datasets).

2. The Listed Users shall create a record of receiving, using, managing, disposing, or returning the Confidential Datasets according to the contents of Terms and Conditions for Use of the Confidential Datasets (and the Documentation Submitted to the Provider in the case of the Borrowed Confidential Datasets).

3. If the period of use for the Confidential Datasets is more than one year, each Listed User must report to the Confidential Datasets Control Manager of RIETI by December 31 of each year during the period of use the status of the usage of such datasets, using Declaration Form for the Status of Usage of the Confidential Datasets (Form 4-1 in the case of RIETI users and Form 4-2 in the case of external users).

4. Notwithstanding the foregoing paragraph, RIETI may exempt certain Listed Users from the yearly reporting requirement when it is deemed both necessary and appropriate. In such a case, these Listed Users will be so notified by RIETI.

(Returning the Confidential Datasets)

Article 11 Upon completion of the research for which the Confidential Datasets have been used, all Confidential Datasets must be returned to the Confidential Datasets Control Manager or disposed of by the Listed Users (this shall include the termination of use in the case of the Confidential Datasets being online information). In the case any copies of the Confidential Datasets were created during the process of using such datasets, the Listed Users shall also destroy all such copies. Each Listed User must notify RIETI of the treatment of the Confidential Datasets (return or disposal) within one month of completion of the research, using Form 4-1 or Form 4-2 as appropriate. In the case of returning such datasets to RIETI, either Form 4-1 or Form 4-2 should be attached to the datasets.

2. The Listed Users may return the Borrowed Confidential Datasets and their copies directly to the Provider upon such request by the Provider.
3. In the case described in the foregoing clause, upon the return of the Borrowed Confidential Datasets to the Provider, the Listed Users may request a written receipt indicating the return of such datasets and containing the signature of a staff member in charge at the Provider's office.
4. At the Provider's request, the Confidential Datasets Control Manager will have the authority to submit to the Provider a confidential datasets disposal report containing his or her signature after confirming that the Borrowed Confidential Datasets and all their copies have been completely destroyed.

Chapter 4 Measures for Ensuring Security

(Reporting Problems and Taking Measures to Prevent their Recurrence)

Article 12 Any individual who becomes aware of information leakage or any other problem that may compromise the security of the Confidential Datasets shall promptly report such incident to the Confidential Datasets Control Manager.

2. The Confidential Datasets Control Manager shall take necessary measures to minimize the damage caused by such problems and rectify the situation.
3. The Confidential Datasets Control Manager shall investigate the circumstances of how the problem(s) occurred and any resulting damage, and report the results to the Vice President of RIETI. However, in the case the problem appears to be of a particularly serious nature, the Confidential Datasets Control Manager shall immediately report the problem(s) to the Vice President, without waiting for the results of investigation.
4. Upon receiving any reporting under the provisions of the previous clause, the Vice President shall promptly report the nature, circumstances, and resulting damage to the Chairman.
5. The Confidential Datasets Control Manager shall analyze the factors contributing to the occurrence of the problem and take necessary measures to prevent the recurrences of such problems.

(Disclosure of Incident and Other Relevant Matters)

Article 13 In the event of information leakage or any other incident that may compromise the security of the Confidential Datasets, the Chairman of RIETI shall take necessary measures for the affected individuals and disclose the relevant facts and preventative measures according to the nature and impact of such incident.

Chapter 5 Carrying Out Audits and Inspections

(Auditing and Management Committee)

Article 14 The Confidential Datasets Control Manager shall regularly or randomly audit the management of the Confidential Datasets, and report the results of such audits to the RIETI Confidential Datasets Management Committee (hereinafter the “Management Committee”) as a general rule at the end of each year.

2. The Management Committee shall be comprised of the following members:

- 1) Chairman
- 2) Vice President
- 3) Director of Administration
- 4) Other persons appointed by the Chairman

3. The Chairman or the Vice President shall serve as the chairperson of the Management Committee.

4. The Management Committee shall be convened by the Chairman at the request of the Confidential Datasets Control Manager or according to the members’ professional judgment.

5. The Management Committee shall receive the reports under Clause 1 hereof and specify the protection measures of confidentiality under Article 2 Clause 2.

(Inspection)

Article 15 The Confidential Datasets Manager shall regularly or randomly inspect the recording media, processing route, storing methods, and other relevant matters of the Confidential Datasets for

which they have a responsibility to manage, and if deemed necessary, report the results of such inspections to the Datasets Management Control Manager.

(Evaluation and Review)

Article 16 The Confidential Datasets Control Manager shall evaluate the measures for appropriately managing the Confidential Datasets on the basis of results of the audits or the inspections, and if deemed necessary, suggest proposals, such as the review of these measures, to the Management Committee.

2. The Management Committee shall examine the proposals referred to in the previous clause and report the results of the examination to the Chairman.

Chapter 6 Miscellaneous Provisions

(Other Applicable Provisions)

Article 17 In the cases where any portion or all of the Confidential Datasets is subject to the Statistics Act and/or any other laws and regulations, as is the case for the micro-datasets of specified statistics under the Statistics Act, such laws and regulations shall apply along with the Regulations.

2. With regard to the treatment of the Developed Confidential Datasets, the Regulations and the RIETI Regulations Regarding the Treatment of the Developed Confidential Datasets (effective July 17, 2002 Regulation No. 26) shall be applicable.

(Staff in Charge)

Article 18 The staff in RIETI's Quantitative Analysis and Database Section shall be responsible for the tasks per Article 5 and Article 13 and the administrative tasks for the Management Committee.

Supplementary Provision (RIETI No. 4 dated July 2, 2007)

These regulations shall become effective on July 2, 2007.

Supplementary Provision (RIETI No. 16 dated March 31, 2008)

These regulations as amended shall become effective on April 1, 2008)

Supplementary Provision (RIETI No. 9 dated May 14, 2010)

These regulations as amended shall become effective on May 17, 2010)

Supplementary Provision (RIETI No. 6 dated December 1, 2010)

These regulations as amended shall become effective on December 1, 2010)

Form 1-1 (Related to Article 3 Clause 2)

Application Form for Use of the Confidential Datasets

(For use by RIETI users)

To: Confidential Datasets Control Manager

Date: _____

Name of the Project Leader: _____ (Print)

_____ (Signature)

I hereby apply for permission to use the Confidential Datasets for the research project stated below, and notify the designation of a Confidential Datasets Manager and Listed Users¹ from among the participants of the project as follows:

Name of the Research Project:

Project Leader's name, affiliation, title, and contact details:

Name of the Confidential Datasets for which the Project Leader is seeking permission:

Confidential Datasets Manager's,² name, affiliation, title, and contact details:

¹ The Confidential Datasets Manager and the users whose names are listed in this application form (called the "Listed Users") shall be obliged to appropriately manage the Confidential Datasets according to Article 4 of the RIETI Regulations Regarding the Protection and Management of Confidential Datasets.

² Please appoint from among the participants of the project or yourself.

Listed Users' names, affiliations, titles, and contact details:

Purposes of use:

Period of use³:

Location of use:

Method of use⁴:

³ Use beyond the stated period (in the case the project leader is a faculty fellow, the duration of the research assignment contract) shall not be permitted. If you wish to extend the period of use, you are required to submit a new application for use.

⁴ Please clearly specify the form in which the data are to be used (paper, CDs, DVDs, etc.) and whether or not the data are to be made available online.

Form 1-2 (Related to Article 3 Clause 3)

Notification of Changing the Confidential Datasets Manager

(For use by RIETI users)

To: Confidential Datasets Control Manager

Date: _____

Name of the Project Leader: _____ (Print)

_____ (Signature)

I hereby notify a change in the Confidential Datasets Manager¹ as follows:

Name of the Research Project:

Project Leader's name, affiliation, title, and contact details:

Name of the Confidential Datasets being used:

Previous Confidential Datasets Manager's name, affiliation, title, and contact details:

New Confidential Datasets Manager's name, affiliation, title, and contact details:

¹ The Confidential Datasets Manager shall be obliged to appropriately manage the Confidential Datasets according to Article 4 of the RIETI Regulations Regarding the Protection and Management of Confidential Datasets.

Form 1-3 (Related to Article 3 Clause 4)

Application Form for Use of the Confidential Datasets

(For use by external users)

To: Confidential Datasets Control Manager, RIETI

Date: _____

Name of the External Applicant: _____ (Print)

_____ (Signature)

I hereby apply for permission to use the Confidential Datasets in your possession for the research stated below, and notify the designation of a Confidential Datasets Manager and Listed Users¹ from among the participants of the research as follows:

Name of the Research²:

External Applicant's name, affiliation³, title, and contact details:

Name of the Confidential Datasets for which the External Applicant is seeking permission:

Confidential Datasets Manager's⁴ name, affiliation, title, and contact details:

¹ The Confidential Datasets Manager and the users whose names are listed in this application form (called the "Listed Users") shall be obliged to appropriately manage the Confidential Datasets according to Article 4 of the RIETI Regulations Regarding the Protection and Management of Confidential Datasets.

² Please attach a brief summary of your research plan.

³ Please attach a brief description of the affiliated research institute.

⁴ Please appoint from among the research participants or yourself.

Listed Users' names, affiliations, titles, and contact details:

Purposes of use⁵:

Period of use:

Location of use:

Method of use⁶:

⁵ Please also note the necessity of using the Confidential Datasets in your research and the manner in which your results will be disclosed.

⁶ Please clearly specify the form in which the data are to be used (paper, CDs, DVDs, etc.) and whether or not the data are to be made available online.

Form 1-4 (Related to Article 3 Clause 4)

Notification of Changing the Confidential Datasets Manager

(For use by external users)

To: Confidential Datasets Control Manager, RIETI

Date: _____

Name of the External Applicant: _____ (Print)

_____ (Signature)

I hereby notify a change in the Confidential Datasets Manager¹ as follows:

Name of the Research:

External Applicant's name, affiliation, title, and contact details:

Name of the Confidential Datasets being used:

Previous Confidential Datasets Manager's name, affiliation, title, and contact details:

New Confidential Datasets Manager's name, affiliation, title, and contact details:

¹ The Confidential Datasets Manager shall be obliged to appropriately manage the Confidential Datasets according to Article 4 of the RIETI Regulations Regarding the Protection and Management of Confidential Datasets.

Form 2 (Related to Article 5 Clause 1)

Terms and Conditions for Use of the Confidential Datasets

To: Confidential Datasets Manager

Date: _____

<Name of RIETI Chairman>, Chairman, Research Institute of Economy, Trade and Industry

(Signature)

In accordance with Article 5 Clause 1 of the RIETI Regulations Regarding the Protection and Management of Confidential Datasets, the Research Institute of Economy, Trade and Industry (hereinafter "RIETI") shall hereby set forth terms and conditions for using the Confidential Datasets as follows:

1) User(s):

(Specified based on the application filed by the applicant and approved by RIETI.)

2) Purpose of Use:

(Specified based on the application filed by the applicant and approved by RIETI.)

3) Location of Use:

(Specified based on the application filed by the applicant and approved by RIETI.)

4) Method of Use:

(Specified based on the application filed by the applicant and approved by RIETI.)

5) Intended Period of Use:

(Specified based on the application filed by the applicant and approved by RIETI.)

6) Other Matters:

(Specified by RIETI as appropriate.)

Form 3-1 (Related to Article 8 Clause 4)

Agreement Form for Required Terms and Conditions per Use of the Borrowed Confidential Datasets

To: <Name of RIETI Chairman>
Chairman, Research Institute of Economy, Trade and Industry

Date: _____

Name of the User: _____ (Print)

_____ (Signature)

Title & Affiliation: _____

I hereby declare the following in relation to the use of [*the name of the datasets*] (hereinafter the “Confidential Datasets”) borrowed by the Research Institute of Economy, Trade and Industry (hereinafter “RIETI”) from [*the name of the organization that owns the datasets*] (hereinafter the “Provider”):

1. I have read the RIETI Regulations Regarding the Protection and Management of Confidential Datasets and the terms and conditions of the contract between RIETI and the Provider for the provision of the datasets from the latter to the former; understood their contents and recognized the terms and conditions to which RIETI agreed to in borrowing the Confidential Datasets from the Provider; and shall comply with all such terms and conditions as the user of such Confidential Datasets.

2. I shall handle the Confidential Datasets with utmost care to ensure their confidentiality and comply with the following matters:

- 1) Only use the Confidential Datasets at [*specify the location(s)*] and will not remove them or the PC being used from such location(s) except when returning such datasets;
- 2) Never provide or disclose in whole or in part the questionnaire of the Confidential Datasets or relevant copied documents (including any electronic media) by any means, such as copies or any other methods;

- 3) Return or destroy the Confidential Datasets and any datasets that have been produced by processing the Confidential Datasets upon completion of their use or the termination or rescission of the contract;
 - 4) Accept inspections regarding the management of the Confidential Datasets conducted by the Provider or RIETI at any time;
 - 5) Promptly notify RIETI in the case of an accident or disaster in relation to the Confidential Datasets;
 - 6) Immediately accept RIETI's request to terminate the use of the Confidential Datasets or its demand that such datasets be returned or destroyed, in the case we (the user) breach any of the above matters; and
 - 7) Not connect a PC containing the Confidential Datasets to a network if the latest firewall or other antivirus software is not installed. Also, never install file sharing software on the PC being used.
3. I shall create records of the receipt, use, management, destruction, and return of the Confidential Datasets and keep such records for a period of three years after the completion or termination of using the datasets, and shall cooperate in good faith with RIETI when it conducts audits or inspections.

Form 3-2 (Related to Article 8 Clause 4)

Agreement Form for Required Terms and Conditions per Use of the Developed Confidential Datasets

To: <Name of RIETI Chairman>
Chairman, Research Institute of Economy, Trade and Industry

Date: _____

Name of the User: _____ (Print)

_____ (Signature)

Title & Affiliation: _____

I hereby declare the following in relation to the use of [*the name of the datasets*] (hereinafter the “Confidential Datasets”) developed by the Research Institute of Economy, Trade and Industry (hereinafter “RIETI”).

1. I have read the RIETI Regulations Regarding the Protection and Management of Confidential Datasets and the terms and conditions of use stipulated by RIETI; understood their contents; and shall comply with all such terms and conditions as the user of the Confidential Datasets.

2. I shall handle the Confidential Datasets with utmost care to ensure their confidentiality and comply with the following matters:

- 1) Only use the Confidential Datasets at [*specify the location(s)*] and will not remove them or the PC being used from such location(s) except when returning such datasets;
- 2) Never provide or disclose in whole or in part the questionnaire of the Confidential Datasets or relevant copied documents (including any electronic media) by any means, such as copies or any other methods;
- 3) Return or destroy the Confidential Datasets and any datasets that have been produced by processing the Confidential Datasets upon completion of their use or the termination or rescission of the contract;

- 4) Accept inspections regarding the management of the Confidential Datasets conducted by RIETI at any time;
 - 5) Promptly notify RIETI in the case an accident or disaster in relation to the Confidential Datasets occurs;
 - 6) Immediately accept RIETI's termination of use of the Confidential Datasets or its demand that such datasets be returned or destroyed, in the case we (the user) breach any of the above matters; and
 - 7) Not connect a PC containing the Confidential Datasets to a network if the latest firewall or other antivirus software is not installed. Also, never install file sharing software on the PC being used.
3. I shall create records of the receipt, use, management, destruction, and return of the Confidential Datasets and keep such records for a period of three years after the completion or termination of using the datasets, and shall cooperate in good faith when RIETI conducts audits or inspections.

Form 4-1 (Related to Article 11, Clause 1)

Declaration Form for the Status of Usage of the Confidential Datasets

(For use by RIETI users)

To: Confidential Datasets Control Manager, RIETI

Date:

Name of the User: _____ (Print)

_____ (Signature)

Title & Affiliation: _____, RIETI

I hereby declare the status of usage of the Confidential Datasets as follows:

1. Name of the Confidential Datasets:

2. Date on which the Confidential Datasets were received:

3. Methods by which the Confidential Datasets are being or have been used and managed:

4. Treatment of the Confidential Datasets upon completion of usage:

 Disposal or Return
* Shadow or outline the applicable box.

5. Person responsible for the above treatment:

6. Date of the above treatment:

Form 4-2 (Related to Article 11, Clause 1)

Declaration Form for the Status of Usage of the Confidential Datasets

(For use by external users)

To: Confidential Datasets Control Manager, RIETI

Date:

Name of the User: _____ (Print)

_____ (Signature)

Title & Affiliation: _____

I hereby declare the status of usage of the Confidential Datasets as follows:

1. Name of the Confidential Datasets:
2. Date on which the Confidential Datasets were received:
3. Methods by which the Confidential Datasets are being or have been used and managed:
4. Treatment of the Confidential Datasets upon completion of usage:
 Disposal or Return
* Shadow or outline the applicable box.
5. Person responsible for the above treatment:
6. Date of the above treatment: