



Basic Policy on the Protection of Personal Information

Tokyo West International School (TWIS) Trust (hereinafter, 'the Trust) has instituted its own rules and system to ensure the personal information of the students and parents is handled in accordance with laws, regulation and other personal information standards. TWIS trust includes faculty and staff (including executives, faculty members, and administrative staff members)

Rules for the handling of personal information for the purpose of academic needs are stipulated to the following guidelines.

- a. TWIS Trust respects confidentiality and maintains a security process that follows widely accepted school practices.
- b. TWIS Trust should only have access to the relevant student data required to support student success.
- c. Student data should be used to:
 - a. Further and support student learning and success.
 - b. Inform and not replace the professional judgment of teachers.
- d. Student data should be used as a tool for informing, engaging, and empowering students, families, teachers and school leaders.
- e. Students, teachers and families should have timely access to information collected about the student.