

# Privacy Policy

June 14, 2018 (Ver. 1)

Osaka University Institute for Datability Science will conduct a research on the behavior of multiple unspecified individuals as part of our Research Experiment of Image-based Behavioral Analysis at Life Sciences Library (hereafter, "this research"). Given the importance of protecting personal information, which could be used to identify specific individuals (hereafter, "the information"), we will endeavor to handle the information based on the policy described below in order to ensure proper management.

1. Name of this research

Research Experiment of Image-based Behavioral Analysis at Life Sciences Library.

2. Entity responsible for implementing this research

Osaka University Institute for Datability Science

3. Purposes of this research

To collect useful data for developing technology for human behavior analysis, such as human flow measurement, human authentication, human understanding, etc. from images captured using multiple cameras for research experiments;

To use such data to establish technology for human behavior analysis;

To conduct research experiments using the established technology; and

To investigate factors that influence public acceptance when collecting data and conducting research experiments for developing such technology and to review a consensus-building process required to conduct research.

4. Purpose of using the information

The information acquired through this research will be used only within the scope necessary to fulfill the purposes (among the purposes of the research listed above) that are notified when acquiring the data.

5. Method of acquiring the image data

The human image data will be acquired using cameras and will be used for this research.

When acquiring data, we will clearly indicate the purpose of use, etc. in accordance with the policy below, and will not acquire the information by false or other unlawful means.

(1) Camera positions and captured areas

In this research, cameras will be installed on the premises of the Life Sciences Library. The types of cameras, installation positions, and captured areas will be publicized on the experiment website, etc.

#### (2) Targets

The targets are individuals within the captured areas when cameras are operated during this experiment.

#### (3) Notification method when the experiment is conducted

Information will be disseminated to notify that the cameras are running for experimental purposes. A notice will be given by posting the information on the experiment website and by setting up a signboard and/or putting up a poster at the entrance of the Life Sciences Library. The notice (hereafter, "advance notice") will include the following information:

- Purpose of the research
- Purpose and details of the experiment
- Hours and locations of the experiment (using cameras) and captured areas
- Method of using and managing the data
- How to request deletion of data
- Contact information (department name, staff in charge, URL, email address)

Meetings about the experiment will be held on a regular basis.

### 6. Handling of personal information

#### (1) Personal information to be acquired

The information listed below will be acquired and used in this research. The information will be handled only within the scope necessary to fulfill the purposes (among the purposes of the research listed above) that are notified when acquiring the data, and will not be used for other purposes.

- Image data: Human behavioral image data captured by cameras
- Quantitative features: Features (based which individuals can be identified) extracted by processing the image data

#### (2) Joint use (provision to third parties)

Unless otherwise specified in laws and regulations, the information will not be subject to joint use or provided to third parties.

#### (3) Retention period of personal information

The personal information (e.g., human image data) collected in this research will be disposed of 10 years after the end of the experiment period. However, human image data, etc. that are used for published research results (e.g., research papers) will be

disposed of 10 years after publication of the research results in accordance with the “Guidelines for storing research data at Osaka University.”

Experiment period: From June 2018 to March 2022.

#### (4) Anonymized information

Anonymized information (i.e., information that is processed to prevent reidentification of individuals) may be subject to joint use or provided to third parties.

#### (5) Response to requests for deletion

To request deletion of information, applicants are requested to fill out a deletion request form (giving the applicant’s name, affiliation, contact information, date and time, camera position) and send or submit the completed form to the contact persons. We will follow a reasonable procedure to remove the data from analysis and processing within the feasible scope. The data outside the scope of analysis will be deleted. The deletion request form is available from the experiment website.

#### (6) Response to complaints

If there are complaints about improper handling of the information, we will endeavor to ensure appropriate processing in this research.

### 7. Legal compliance to protect the information

This research will be conducted in compliance with the Act on the Protection of Personal Information Held by Independent Administrative Agencies, etc.

### 8. Secure management of the information

To ensure secure management of the information in this research, appropriate technical and organizational measures will be implemented to protect the information.

[Technical measures]

#### (1) Management of access to the information

- ① Servers and storage devices (hereafter, “the servers”) will be installed to store the information handled in this research. The information will be stored in the servers. The servers will be installed in a lockable server rack in a lockable room to ensure security.
- ② The data users who are authorized to have access to the servers (hereafter, “the data users”) will be restricted. Unique IDs and passwords will be assigned to respective data users to restrict access. The data users will be determined based on approval given by the information management supervisors. A list of data users will be created and managed by the information management supervisors.

③ An access log will be recorded and stored to monitor access to the servers.

(2) Restriction on removing the information from the campus of Osaka University

Copying and moving the information from the servers and storing it in an external storage device will require the consent of the information management supervisors. The information will be encrypted for storage and movement. Even when the normal procedure is followed, the external storage device in which the encrypted information is stored will not be removed from the campus of Osaka University.

The information management supervisors will create and manage a list of copies created in external storage devices. When the data users copy the information to other PCs, they will be required to apply to the information management supervisors in writing and obtain approval. The PCs that store the copied information will be protected by IDs and passwords to enable use only by the data users, and will not be connected to other networks.

(3) Measures to prevent unauthorized access

A dedicated network will be established for this research, and will consist only of cameras, servers, and storage devices as well as PCs for access approved by the information management supervisors. The PCs for access will be protected by ID and passwords to enable use only by the data users. A list of access PCs will be created and managed.

[Organizational measures]

(1) Designation of information management supervisors

Two information management supervisors will be appointed as the persons responsible for managing access to the information. The information management supervisors will implement measures to prevent leakage and ensure proper management of the information in this research.

(2) Education/training for secure management

The data users will be informed of the importance of protecting the information and will receive education/training about information management on a regular basis (as needed for new data users) to prevent data leakage and ensure information management.

(3) Establishment of a reporting system

In the event of leakage (including loss and theft) of the information for this research, the data users will promptly report it to the information management supervisors and to the general information protection manager in accordance with the Osaka University regulations. The information management supervisors will check the status, investigate the cause of leakage, and implement measures to prevent recurrence.

9. Continuous improvement

This privacy policy will be reviewed on a regular basis and improved as necessary. Any improvements will be promptly posted on the experiment website.

10. Contact information

Staff in charge of the experiment

Osaka University Institute for Dataability Science

2-8 Yamadaoka, Suita, Osaka, 565-0871, Japan

Email address: [scp-contact@ids.osaka-u.ac.jp](mailto:scp-contact@ids.osaka-u.ac.jp)

Experiment website: [http://www.ids.osaka-u.ac.jp/smartcity-project/LSL/index\\_eng.html](http://www.ids.osaka-u.ac.jp/smartcity-project/LSL/index_eng.html)