Places where individual data will be used, stored, and managed

Document 4

\* 1. Check all applicable items.

\* 2. If there are two or more places where individual data will be used or stored, please indicate all of the relevant places.

(Places where data will be used/stored)

Use location:

Storage location:

(Management method)

□ (1) The place where individual data will be used (including the storage of individual data files) must be a lockable physical space.

□ (2) Individual data may not be removed from this space.

□ (3) Individual data must be stored in a limited medium, which must in turn be stored in a lockable cabinet or space.

□ (4) Only approved applicants may use the individual data; they must always use these data in the designated place of use.

□ (5) When using the individual data, the computer environment must not be connected to external networks, such as the Internet.

□ (6) Before individual data can be used, antivirus software, countermeasures against security holes, ID/password authentication, and screen locks must be installed on relevant computers.

□ (7) Measures must be taken to ensure that individual data and in-process material are not left on computers connected to external networks or used by other people.

□ (8) Other

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