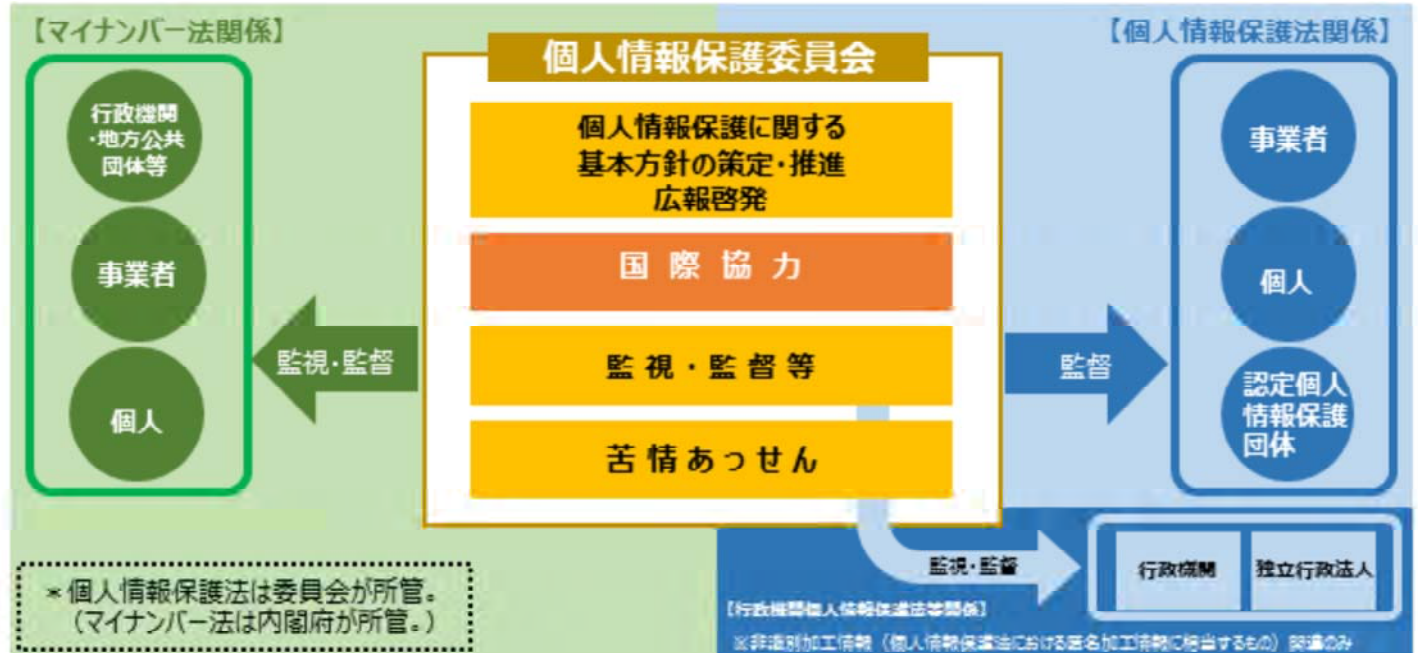


# 個人情報保護委員会について

## 【任務】

個人情報の保護に関する法律（平成15年法律第57号）に基づき、個人情報の適正かつ効果的な活用が新たな産業の創出並びに活力ある経済社会及び豊かな国民生活の実現に資するものであることその他の個人情報の有用性に配慮しつつ、個人の権利利益を保護するため、個人情報の適正な取扱いの確保を図ること



## ■A third party agent monitors and oversee the operation

Personal Information Protection Commission was created to ensure the appropriate handling the personal information (including My Numbers) paying attention to the usefulness. It monitors and oversees efficiently and effectively by giving instruction, advice and checking timely and appropriately, so that the My Number will be appropriately handled in the administrative agencies and private companies.

# マイナンバーの取扱いを分かりやすく 解説したガイドラインがあります。



## マイナンバーに対する国民の懸念

- マイナンバーを用いた個人情報の追跡・突合が行われ、集約された個人情報が外部に漏えいするのではないか。
- 他人のマイナンバーを用いた成りすまし等により財産その他の被害を負うのではないか。



法律では、マイナンバーの利用範囲を限定し、利用目的を超えた目的での利用を禁止するなど保護措置を規定しています。

## ガイドラインの趣旨

- 法律で規定された保護措置及びその解釈について、具体例を用いて分かりやすく解説しています。
- 民間企業へのヒアリングや企業の実務担当者が参加する検討会の議論を踏まえ、マイナンバーが実務の現場で適正に取り扱われるための具体的な指針を示しています。

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### ■Guidelines are available for easy-to-understand explanations on the handling of My Numbers

Various concerns have been expressed about the My Numbers, such as “the possibility of tracking of personal information and information leakage to outside,” “the possibility of financial damage from spoofing using someone else’s My Number” and many other concerns.

To ensure the appropriate handling of specific personal information, the My Number System employs various protective measures.

Personal Information Protection Commission created easy-to-understand guidelines with explanation about these protective measures and their interpretation using specific examples.

The guidelines are based on the interviews and discussions with administrative officers of private businesses so that My Numbers are appropriately handled at administrative sites.

In addition to guidelines for business operation, there are also guidelines for finance-related companies, public administration and regional public organizations.

# マイナンバーを従業員などから取得するときは、 利用目的の明示と厳格な本人確認が必要です。

## 利用目的はきちんと明示！

- ・ マイナンバーを取得する際は、利用目的を特定して明示 (※) する必要があります。  
(例) 「源泉徴収票作成事務」「健康保険・厚生年金保険届出事務」
- ・ 源泉徴収や年金・医療保険・雇用保険など、複数の目的で利用する場合は、まとめて目的を示しても構いません。

※ マイナンバーを取得するときは、個人情報保護法第18条に基づき、利用目的を本人に通知又は公表する。また、本人から直接書面に記載されたマイナンバーを取得する場合は、あらかじめ、本人に対し、その利用目的を明示する。

## 本人確認は成りすまし防止のためにも厳格に！

- ・ マイナンバーを取得する際は、他人の成りすまし等を防止するため、厳格な本人確認を行います。
- ・ 本人確認では、①正しい番号であることの確認 (番号確認) と②手続を行っている者が番号の正しい持ち主であることの確認 (身元確認) を行います。

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### ■ Please clearly specify the purpose of use when requesting My Numbers

Requesting and using My Numbers for purposes other than those stipulated by law is prohibited. Even if permission is granted by the relevant individual, it is illegal to request or use the My Number of another person for purposes other than those stipulated by law.

When obtaining My Numbers from employees, the legally permitted purpose of use must be clearly set forth, and announced or disclosed as such to the relevant individuals.

When the My Numbers are to be used for multiple purposes, such as tax withholding slip of salary income, pension, medical insurance or employment insurance, these reasons can be given together.

### ■ To prevent spoofing, perform identity verification in a strict manner

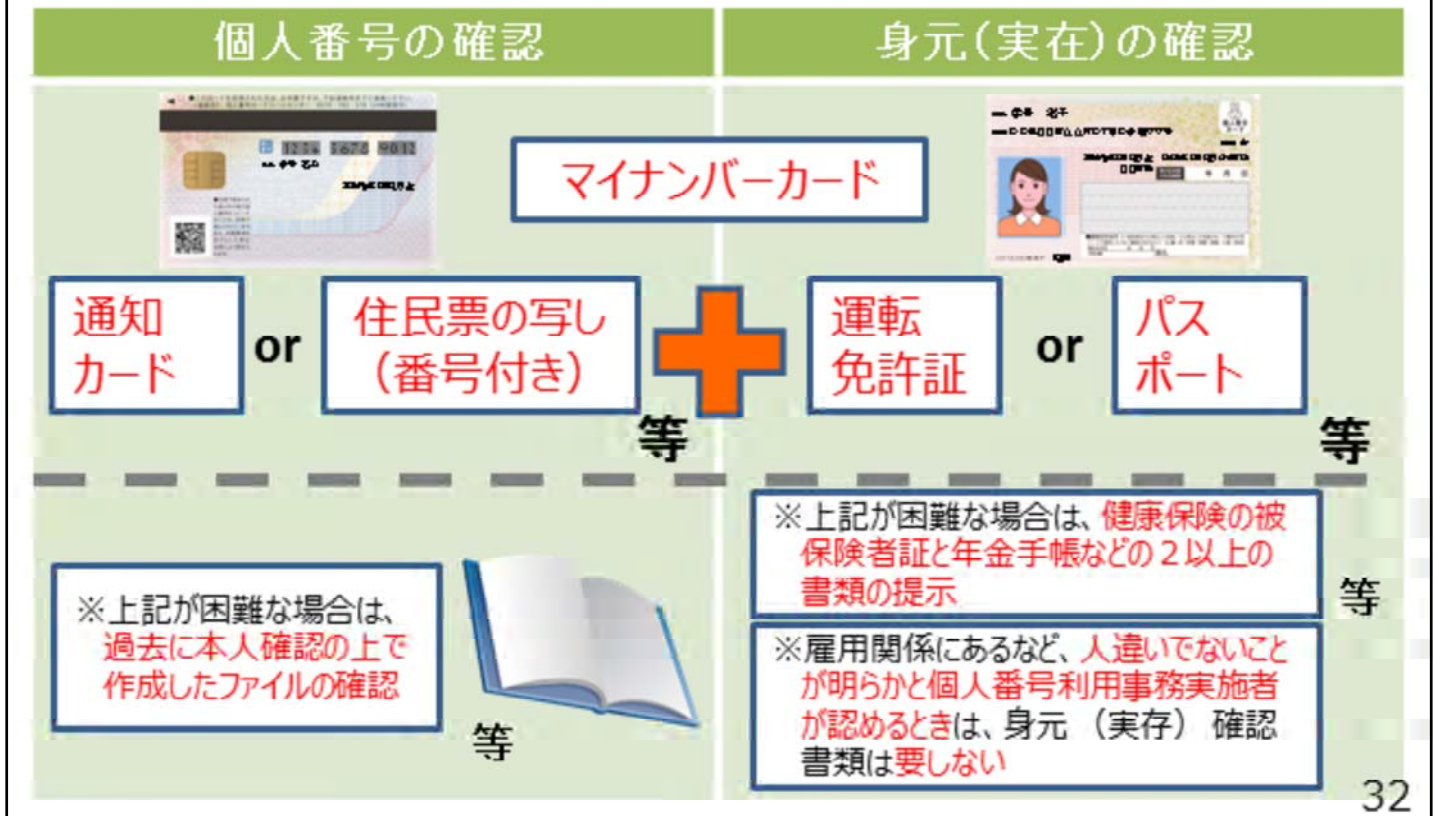
Verification of individuals by number only creates the potential for spoofing, therefore the Japanese system does not permit the use of My Numbers as means of identification. In addition to checking the accuracy of the number, identity must be verified to ensure that the individual is the rightful owner of the number.

Procedures undertaken by proxy require confirmation with (1) a copy of the relevant individual's family register by a statutory agent, or power of attorney by mandatary agent to validate the individuals that will be executing the operation, (2) identification of proxy, and (3) the My Number of the relevant person.





# マイナンバー取得の際の本人確認では、 番号確認と身元確認を行います。



## ■ID and My Numbers are required for verification

The My Number Card held by employees enables confirmation of number and verification of the individual.

As a rule, employees who do not have My Number Cards need to be verified with the notification card mailed to them in October 2015. However, notification cards does not have ID photos and are not sufficient for verification of the individual, therefore, individuals need to present photo ID such as a driver's license or passport to have their identity verified.

Examples are given for difficult-to-handle situations. Detailed decisions have been made regarding documents that will require the Numbers and verify identity.

Additionally, if users can definitely identify the individual through their employment relationship (\*), there is no need to submit documents for verification. Please refer to the especially set up My Number page on the Cabinet Office website, and on the National Tax Agency website for more information about identity verification.

(\* ) If actual users of the specific My Number can definitely identify the individual (tax related situation)

When the user is the person who confirmed the identity at the time of establishment of the employment agreement, or those equivalent to that, consciously perceives and clearly confirms that the number provider is the same person as the owner of the My Number by the notification card or personal identification matters raised in the documents written in the Ordinance Article 12, paragraph (1), item (i), or Rule Article 3, paragraph (1) a personal identity matter confirmed by measures written in the items of Rule Article 3, paragraph (1), items.

従業員から扶養親族のマイナンバーを取得する場合、民間事業者が扶養親族の本人確認を実施する必要がある場合があります。



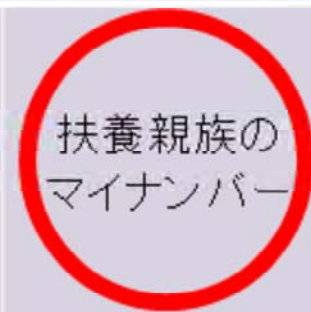
扶養親族のマイナンバーの本人確認が必要

国民年金の第3号被保険者の届出



事業者への提出義務者  
⇒第3号被保険者  
※ 従業員は代理人などとなる

本人確認の必要性



扶養親族のマイナンバーの本人確認は不要

扶養控除等申告書の提出



事業者への提出義務者⇒従業員

本人確認の必要性



■ There are cases in which My Numbers of dependents are required

There are comments about what to do for verification of employee dependent identities when their My Numbers are required for administrative purposes.

In regard to the submission of Declaration of exemption for dependents and others, employees are responsible for submission to their employers, and the responsibility to verify the identity of dependents falls on the employees. Private businesses are not responsible for verifying the identity of employees' dependents. On the other hand, in regard to the submission of the Application for Category III of the National Pension, dependent individuals are responsible for the submission, and employees must verify the identity of dependents with the My Numbers. There are two ways to verify identity, then.

(A) When employees become the proxy for dependents

In this case, when My Numbers are submitted through dependents → (My Number) → employee (as proxy to dependent), there is no need to verify identity.

Next, when My Numbers are submitted through an employee (as proxy to dependent) → (My Number) → Company, the identity of the employee (as proxy to dependent) must be verified by the company (Verify authority of proxy + ID of proxy + check My Numbers of employee)

(B) When employees become the proxy for the company

In this case, when My Numbers are submitted through dependents → (My Number) → employee (as proxy to the company), the employee (as proxy to the company) verifies the identity of the dependents (check My Number + ID)

If My Numbers are submitted through employee (proxy to the company) → (My Number) → company, there is no need to verify the identity of the dependents.

# マイナンバーには、 利用、提供、収集の制限があります。



## 【マイナンバーの利用制限】

○マイナンバーの利用範囲は、法律に規定された社会保障、税及び災害対策に関する事務に限定されています。

## 【マイナンバーの提供の要求】

○社会保障及び税に関する手続書類の作成事務を行う必要がある場合に限り、本人などに対してマイナンバーの提供を求めることができます。

## 【マイナンバーの提供の求めの制限】

○法律で限定的に明記された場合を除き、マイナンバーの提供を求めてはなりません。

## 【特定個人情報の提供制限】

○法律で限定的に明記された場合を除き、特定個人情報を提供してはなりません。

## 【特定個人情報の収集制限】

○法律で限定的に明記された場合を除き、特定個人情報を収集してはなりません。

### ■There are restrictions to the use, provision and collection of My Numbers

Firstly, the range of use of My Numbers is limited to social security, tax and disaster response, as stipulated by current law. My Numbers can only be requested when required for the preparation of documents related to social security and taxation.

It is not possible, for example, to use the My Numbers as employee or customer numbers.

Request for My Numbers are limited to the purposes permitted by law.

For the application of certificate of income and tax withholding, employees provide their My Numbers along with their dependents' My Numbers to the business owners.

As a rule, My Numbers are requested when the relevant administrative task arises; however, it is possible to request My Numbers when foreseeing administrative procedures that require the provision of My Numbers.

Collection of specific personal information is limited to circumstances recognized by law.

Taking notes on, printing out, and copying another person's My Number are considered collection, and merely receiving My Numbers is not considered collection.