Request form for disclosure etc.

Regarding my personal information, I request the following in accordance with the Act on the Protection of Personal Information.

※Please fill in within the bold frame only

Date of request	Year Month Date		
Name and contact	Address		
	Name		
	Telephone number		e-mail	
Preferred provision of results	☐ mail ☐ e-mail ※Please select only one		
Category of request	☐ Purpose of use ☐ Disclosure ☐ Addition ☐ Rectification ☐ Deletion	☐ Erasure ☐ Cease of use ☐ Cease of third-party provision ☐ Disclosure of third-party provision records	
Relationship to company	☐ Customer ☐ Business partner ☐ Shareholder ☐ Employee ☐ Patient ☐ Other （ ）		
Reason for demand (please state the type of request together with the reason)	- Purpose of use - Disclosure - Disclosure of third-party provision records	※Optional	
	- Rectification - Addition - Deletion	☐ Personal information is not correct ☐ other （ ）	
	- Cease of use - Erasure	☐ Processing beyond original purpose ☐ Illegal acquisition ☐ Illegal use	☐ No need for retention of personal information ☐ Leakage・loss・damage ☐ Other ( )
	Cease of third party provision	☐ Third party provision without your consent ☐ Other （ ）	
Concrete content of rectification・addition・deletion			
Contents of the personal information requested (Please be as detailed as possible to be able to identify an individual)			
Only for requests made by agents:			
Agent's name, contact	Address		
	Agent's name		
	Telephone number		e-mail	
Company use only | Check of requestor	(1) Driver's license (2) Passport (3) Health insurance card (4) Pension book (5) Certificate of residence (6) Fee a. Power of Attorney b. Certificate of a Grantor Seal (1x) c. evidence that the said agent is legally entitled （ ）		
※Remarks			

Note1   If request is made by a statutory agent, in addition to documents proving that he/she is the person who requests, documents proving that he/she is qualified must be submitted.

Note2   If there are any incomplete information or insufficient fees, we will contact you. If you do not respond to the request within the specified period, we will treat the request as if it had never been made.

Note3   Personal information obtained in connection with this request will be handled only to the extent necessary for the operations related to said request.