

Request for Notification of Purpose of Use of Retained Personal Data and Disclosure, etc.

1. Requester Information

Name of requester (person to whom request pertains)
Address
Contact details (phone number or email address)

Name of representative (to be completed if the request is made by a representative)
Address
Contact details (phone number or email address)

2. Details of Request

Type of request (insert ✓ in ☐ for all that apply) ☐ Notification of purpose of use ☐ Disclosure ☐ Disclosure of records of provision to a third party Please state the reasons for your request in as much detail as possible
Personal data items for which disclosure requested (check all that apply) ☐ Name ☐ Address ☐ Date of birth ☐ Phone number ☐ Email address ☐ Other (Please specify in detail)
Information sufficient to identify the retained personal data or record of provision to a third party that is the subject of this request (Please provide as much detail as possible)
For disclosure request, desired method of transmission (insert ✓ in relevant ☐) ☐ In writing (delivered by mail) ☐ As an electronic record Email address:

(The following is for company use)

Control number: C-

Date received (yyyy/mm/dd) / / /			
Requester identification ☐ Confirmed ☐ Insufficient			
Representative identification ☐ Confirmed ☐ Insufficient			
Fee confirmation ☐ Confirmed ☐ Not confirmed ☐ Not required	Name of responsible person		
Date reply sent (yyyy/mm/dd) / / /			

Please note the following:

1. We may not be able to respond to your request for legal reasons. Moreover, we are unable to respond to requests regarding personal data handled for the purpose of news reporting or writing.
2. If you are making the request on your own behalf, you must provide documentation to identify yourself. If you are making the request as a representative of another person, you must provide documentation to identify yourself as well as documentation to identify the person on whose behalf you are making the request. Please see Item 10 (Procedure for Requesting Disclosure, etc.) in the Company's Privacy Policy.
3. We will reply to your request using a method selected by the Company.
4. Personal information acquired by the Company through this request will only be used to confirm the identity of the individual concerned or that person's representative and only to the extent necessary to respond to the request.
5. We will not return any documents supplied by you. Once the process of replying has been completed, the Company will take appropriate steps to manage and destroy the information.