

To: Toshiba Digital Marketing Initiative Corporation

Request Date: Year / Month / Day

Request Form for Personal Data Disclosure, etc.

I hereby request the following regarding personal information held by your company, based on the provisions of the Act on the Protection of Personal Information (hereinafter referred to as “Personal Information Protection Act”).

Notes

1. Requesting Party

Person concerned / Agent (Please circle one)	
Name	
Date of Birth	Year / Month / Day
Address	Postal Code —
Telephone Number	() - ← Please provide a daytime contact number

2. Request Category (Please circle applicable item)

☐	Disclosure	☐	Intended use notification	☐	Disclosure of records of third party provision
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3. Person Subject to Request (Please fill in only when the request is made by an agent)

Name	
Date of Birth	Year / Month / Day
Address	Postal Code —
Telephone Number	() — ← Please provide a daytime contact number

4. Details of the Personal Information Subject to Disclosure Request (Please fill in only when making the request for disclosure)

☐	Name	☐	Address	☐	Date of Birth	☐	Telephone Number
☐		☐		☐		☐	
☐	Other ()						

<Important Notes Regarding Request>

We will respond to requests for disclosure, etc., by way of providing electronic records, and charge a fee of ¥800 per request (please enclose an ¥800 postal money order with your submitted documents).

1. Disclosure of personal information in our possession generally takes about three business days.
2. Due to legal requirements, certain personal information cannot be disclosed. In such cases, we will explain our criteria and basis for the decision.
3. When making a request in person, identification documents are required. Additionally, when a request is made by an agent (Article 37, Paragraph 3 of the Personal Information Protection Act), agent identification documents are required. (If the agent is a legal representative, documentation proving their status as a legal representative is also required.)
4. In cases where a request is made by a private agent, intended use notifications, disclosure, etc., from our company will be provided to the individual concerned.
5. Personal information obtained by our company through this request will only be used for processing based on the request. Submitted documents will be retained for three years after the completion of responses to disclosure requests and then be destroyed.

[For company use]

Personal Information Protection Manager	Complaints / Consultation Desk	Department Head