

Sample

Request Form for disclosure, etc. of personal information

Based on Article 28 of the Personal Information protection Law, I am making the following request.

Date of request (Required)	(Day/Month/Year) 2 / 4 / 2019
Address (Required)	Kanda Neribeicho 3, Chiyoda-kuk, Tokyo 101-0022, JAPAN
Name (Required)	Hitachi Taro
Tel	+81-3-4554-2500
Fax	+81-3-4554-2610
E-mail address	XXXXX@hitachi.com
Relation to Hitachi Industrial Products, Ltd (Required)	<input checked="" type="checkbox"/> Individual Customer (Purchased product name: Induction Motor)
	<input type="checkbox"/> Customer related to Hitachi Industrial Products, Ltd •Company or organization name: •Work location related to Hitachi Industrial Products, Ltd
	<input type="checkbox"/> Stockholder
	<input type="checkbox"/> Hitachi Industrial Products, Ltd. Employee (Employee number:)
	<input type="checkbox"/> Retired staff (Last work location:)
	<input type="checkbox"/> Other: (Please be specific)
Request contents (Required)	<input type="checkbox"/> Purpose-of-use report
	<input checked="" type="checkbox"/> Disclosure
	<input type="checkbox"/> Correct, add, or delete
	<input type="checkbox"/> Stop usage or erase <input type="checkbox"/> Stop provision to a third party
Request details	
Request basis	(Basis for customer believing that Hitachi Industrial Products, Ltd. maintains personal information)

<Remark>

1. Please attach copies of document(s) proving your identity.
2. When someone (substitute person) is making the request on your behalf, please include (1) Copies of documents proving the identity of both you and the substitute person, (2) Document proving power of attorney.
3. When requesting a purpose-of-use report or requesting disclosure, please pay the transaction fee beforehand. Please attach proof of fee payment (e.g., when using a bank transfer, attach the ATM receipt).
4. Hitachi Industrial Products, Ltd. will send the reply to the address written in the document proving the identity of the requester. Only the requester can receive this letter (i.e., the recipient of the letter is specified).
5. Personal information entered into this request will be used only for the purpose of carrying out the requested tasks (such as revealing information, etc.).
6. As a result of Hitachi Industrial Products, Ltd.'s search for the customer's personal information, if there is a high possibility that Hitachi Industrial Products, Ltd. does not possess this information and other Hitachi group companies do possess this information, then Hitachi Industrial Products, Ltd. might provide personal information on this form to other Hitachi group companies.