

Application date: ____ / ____ / ____ (Month/day/year)

To: Personal Data Protection Group, Toshiba IT-Services Corporation

Request Form for Personal Data Disclosure etc.

Applicant (Make entries about the agent when requested by an agent)

Relationship to the person to whom the personal data refers	<input type="checkbox"/> Principal <input type="checkbox"/> Agent <input type="checkbox"/> Person authorized by the principal <input type="checkbox"/> Legal representative (Person with parental authority etc.)
Name	(Affix a seal here)
Telephone number	(To be contacted only from 9 a.m. to 5 p.m. on weekdays)
E-mail address	(To be used if unable to contact by telephone)

I hereby make the following request concerning personal data held by Toshiba IT-Services Corporation in accordance with the Act on the Protection of Personal Information.

1. Matters concerning the person to whom the personal data refers

Information concerning the person to whom the personal data refers	Name	(Affix a seal here)
	Zip code	
	Postal address	
	Telephone number	(To be contacted only from 9 a.m. to 5 p.m. on weekdays)
Details of the request (Circle the applicable number and indicate specific reason for the request)	1. Disclosure 2. Notice of intended use 3. Correction 4. Addition 5. Deletion 6. Cessation of use 7. Cessation of provision to third parties	
	(Errors in personal data, use for other than the stated purpose, etc.)	
Personal identity confirmation document (Circle the applicable number to the enclosed document)	1. Driver's license 2. Health insurance card 3. Passport 4. Pension booklet 5. Resident registry card with a photo attached 6. Duplicate of the alien registration card (Send a copy of the document, except that the original is required for 6)	

2. Describe how the person provided his or her personal data for Toshiba IT-Services Corporation (Circle one of the applicable number and specifically indicate the service or product name)

No.	Circumstances or means	Name and/or date, etc.
1	E-mail newsletter registration	
2	Request for information	
3	Questionnaire or product monitor registration	
4	Application for participation in a seminar	
5	Exhibition registration	
6	User registration form or customer card	
7	Repair request	
8	Inquiry	
9	Other	

3. Describe how the person was contacted by Toshiba IT-Services Corporation (Indicate the specific service or product name and circle the applicable numbers)

Concerning [_____] (Specify the service or product name)
1. Received direct mail 2. Received e-mail 3. Received telephone calls 4. Received visits 5. Other [_____]

4. Disclosure of personal data (Indicate specifically the personal data items to be disclosed)

Personal data items (Name, postal address, telephone number, etc.)

5. Correction of personal data (Indicate specifically the information to be corrected)

Personal data item (Name, postal address, telephone number, etc.)	Before correction	After correction

6. Addition of personal data (Indicate specifically the information to be added)

Personal data item (Name, postal address, telephone number, etc.)	Personal data to be added

7. Deletion of personal data (Indicate specifically the information to be deleted)

Personal data item (Name, postal address, telephone number, etc.)	Personal data to be deleted

8. Cessation of use of personal data or cessation of provision of personal data to third parties (Indicate specifically the details of the cessation)

Specific service or product name, intended use, etc.

*Fee and postage

Please enclose a postal money order for the fee below for a request for disclosure or notice of intended use.

Fee	¥800
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No fee is required for correction, addition, deletion, cessation of use, or cessation of provision to third parties. The requester bears the costs of purchasing the postal money order and of postage.

(Please do not write in the space below, which is used by Toshiba IT-Services Corporation)

Received at	: on / / (Hour : minute on month/day/year)	Office in charge
Principal identified by	1. 2. 3. 4. 5. 6.	
Agent identified by	1. 2. 3. 4. 5. 6.	
Fee	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not sufficient <input type="checkbox"/> Not enclosed <input type="checkbox"/> Not required	
Response sent on	/ / (Month/day/year)	