

Appendix: Notes

1. Documents required for disclosure requests, etc.

- (1) "Disclosure Request for Retained Personal Data"
- (2) One set of identification documents
- (3) When requesting "notification of purpose of use of personal information" or "disclosure of personal information" (by CD-ROM or paper by mail), postage stamps amounting to 1,000 yen

2. Send documents to

Address: 1-30-1, Senjuazuma, Adachi-ku, Tokyo, 120-8534

The Association for Overseas Technical Cooperation and Sustainable Partnerships

Personal Information Protection Consultation Desk, General Affairs & Planning Department

3. Identification documents

One copy of each of the following (1) and (2) (total of two copies)

- (1) One photocopy of one among the following: driver's license, passport, health insurance card, individual number card (front side without personal number), basic resident registration card, residence card, or special permanent resident certificate with the same name and address as the person described in the retained information
- (2) Copy of certificate of residence (original without personal number)

4. Response to your request

- We can respond to requests for disclosure, etc. only for that personal information for which we have the authority to disclose, correct, delete, suspend use of, and so on.
- If a response is not required by the provisions of the Act on the Protection of Personal Information, or if the documents required for a request for disclosure, etc. are incomplete then we may not be able to respond to the request.
In such cases, we will promptly contact the requester.
- Personal information obtained for the purpose of receiving disclosure requests etc., will be handled to the extent necessary to respond to such requests.
- Depending on the nature of your disclosure request, we may require some time before being able to respond.
- Even in the case that the personal information of the person described in the documents has been erased upon a request for disclosure, etc., the necessary documents submitted for the disclosure request procedure will be retained by the Association for a period of time determined by the Association for filing purposes and will be discarded when these are no

longer needed.

- Please note that the Association's systems, services, etc. may become unavailable as a result of the suspending of use, deletion, or stopping of provision of the personal information to third parties.