To: Person-in-charge at the Personal Information Protection Consultation Desk, General Affairs & Planning Department The Association for Overseas Technical Cooperation and Sustainable Partnerships

Disclosure Request for Retained Personal Data

I hereby make the following disclosure request for personal information held by the Association with a full understanding of the notes in the Appendix.

understanding of the notes in the P	tppendix.
Date of application	Year Month Day
Name of requester	
Address of requester	
Contact information of requester	TEL: Email:
Notification of purpose of use of personal information	☐ Purpose of use of personal information
Disclosure of personal information	□ Name □ Address □ Telephone number □ Email address □ Records provided to third parties □ Records of personal information provided by third parties □ Others □ Disclosure method □ Recorded on CD-ROM and mailed (postage fee is borne by the requester) □ Recorded in document form and mailed (postage fee is borne by the requester) □ The method of disclosure is left up to the Association
Correction, addition, or deletion of personal information	☐ Correction of contents ☐ Addition of contents ☐ Deletion of contents Reason for request
Suspension of use, deletion, or suspension of provision to third parties of personal information	□ Suspension of use □ Deletion □ Suspension of provision to third parties Reason for request □ The personal information was utilized beyond the scope necessary to achieve the purpose of use □ The personal information will facilitate illegal or unjust acts □ The personal information was obtained by illegal means □ The personal information is sensitive personal information obtained without the consent of the person described in the information □ The personal information was provided to a third party without the consent of the person described in the information □ Leakage, loss, or damage of personal information was caused by the Association □ Other
Identification documents	 □ A copy of the following that confirms the same name and address as those of the person described in the retained information □ Driver's license, passport, health insurance card, residence card, individual number card (front side without personal number), or special permanent resident certificate □ A copy of the certificate of residence (original without personal number)

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.