

Request Form for Notification of Purpose of use / Disclosure of Retained Personal Data

Attn: LOGISTEED Solutions, Ltd.
Office for Inquiries

Request a Date: _____ / _____ / _____

Based on the Personal Information Protection Act in Japan (hereinafter referred to as JPIPA), I request notification of purpose of use / disclosure (disclosure of personal data, or record of provision to a third party) of retained personal data as follows:

I agree to the notes below and to the payment of fees and charges that may arise in the process of making the request.

Applicant: Self / Representative (please circle one)	
Full Name	
Date of Birth (Day, Month, Year)	/ /
Address	
Telephone Number	(day-time contact)

1. Details of request (please circle your preference.)

<input type="checkbox"/> Notice of intended use of personal information (Article 32 of the JPIPA)	<input type="checkbox"/> Disclosure of personal information (Item 1, Article 33 of the JPIPA)
<input type="checkbox"/> Disclosure of records related to provision to third parties (Item 5, Article 33, of the JPIPA)	

2. Details of the person to whom the personal data refers (only fill in this part if the request is made by a representative)

Full Name	
Date of Birth (Day, Month, Year)	/ /
Address	
Telephone Number	(day-time contact)

3. Contents of disclosure request (Please circle only the items you wish to disclose.)

<input type="checkbox"/> Full Name	<input type="checkbox"/> Address	<input type="checkbox"/> Date of Birth	<input type="checkbox"/> Telephone Number
<input type="checkbox"/> Records of provision to third parties			
<input type="checkbox"/> Other: <small>Please provide details</small>			

<Notes>

1. It normally takes approximately two weeks for the retained personal data to be disclosed.
2. There is personal information that cannot be disclosed due to restrictions imposed by statutory decree. In such a case, the reason for the decision not to disclose the data and the guidelines employed by LOGISTEED Solutions, Ltd. in the making of that decision will be explained.
3. If the request pertains to the applicant's own information, proof of identity will be required. If the request is made by a representative (Item 3, Article 37 of JPIPA), proof of the identity of the representative will be required. (If the representative is a legal representative, documentation proving they are a legal representative will be required.)
4. If a representative other than the data subject makes the request, the notice of intended use and the disclosure of personal information will be given to the data subject.
5. The personal information gained from this request form will only be processed in accordance with this request. The submitted document will be stored for 5 years after the request has been answered and will then be disposed of.

[For LOGISTEED Solutions, Ltd. Use Only]

Personal Information Protection Administrator	Personal Information Protection • Information Security Manager	Liaison Manager	Received Date/Received By	Verification of Contact Person or Representative	Confirmation of retained personal data
				Verification Document:	Verification Result: