

Request for (Disclosure, Amendment, Cessation of Use etc) of Retained Personal Data

Date _____

To Inbound, Ltd.

I request the **(disclosure, amendment, cessation of use, etc.)** of retained personal data of the following persons retained by your company pursuant to Article 29 of the “Act on the Protection of Personal Information” (hereafter “the Act”)

● Applicant	<input type="checkbox"/> Self <input type="checkbox"/> Legal Representative (relationship to above person: _____) <input type="checkbox"/> Agent acting under commission from the above person
Address: 〒 _____	(Tel: _____ - _____ - _____)
Name: _____	
● Person(s) covered by Request	※When the same as the applicant, the following section does not need to be filled out.
Address: 〒 _____	(Tel: _____ - _____ - _____)
Name: _____	
● The route by which your company acquired and retains the personal information of the person above.	Application for services, etc.; Subscription and registration of mail magazine; other (_____)
● Details of Request	※Please fill out each item <input type="checkbox"/> by marking with a <input checked="" type="checkbox"/> , without leaving any omissions.
Relevant Department	<input type="checkbox"/> All Departments <input type="checkbox"/> Specific Department(_____ Group)
<input type="checkbox"/> Disclosure (Act, Article 25)	
<input type="checkbox"/> Amendment (Act, Article 26)	【Details of requested Amendment】 Prior to Amendment (_____) After Amendment (_____)
<input type="checkbox"/> Cessation of Use (Act, Article 27)	【Reason for Request for Cessation of Use】 <input type="checkbox"/> Due to use exceeding the limits of the Purpose of Use <input type="checkbox"/> Due to illegal acquisition <input type="checkbox"/> Due to contravention to the limits on supply to a third party <input type="checkbox"/> Other (_____)

Enquiries and Mailing Address for Request

Inbound, Ltd. Personal Information Section
2-57 Hara-machi, Shinjuku-ku, Tokyo, 162-0053
Tel : 03-5328-9033

Points to Note When Mailing Request

※Please enclose one document for personal identification (such as drivers license, passport or other ID document)

※When a legal representative or agent of the person in question makes the request, please enclose the following.

A. Legal Representative

* Official documents evidencing the relationship of the person in question to the agent (one copy)

B. Agent acting under Commission

* Power of Attorney signed by person in question (one copy)

※Requests for disclosure, amendment or cessation of use, etc. of retained personal data cannot be made by telephone or email, etc.