

Procedures for Disclosure of Personal Data Held and Records Provided to Third Parties

Please fill out the designated form "[Personal Data Disclosure Request Form](#)" provided by our company. Include the required documents listed below and send them to the "Personal Information Complaints and Inquiries Office."

1. Documents to be Submitted for a Request for Disclosure

Please include a copy of one of the following identification documents.

(For the information regarding your place of origin, please redact details so that only the prefecture is visible, and black out any other information.)

(1) Verification of Identity When Requesting Disclosure of Personal Information

Please include a copy of one of the following identification documents.

(For the information regarding your place of origin, please redact details so that only the prefecture is visible, and black out any other information.)

- Driver's license
- Passport
- Basic Resident Register Card
- Residence Card or Special Permanent Resident Certificate
- My Number Card (front side)
- Other official documents for identity verification

(2) In the Case of a Request for Disclosure Made by an Authorized Representative

In addition to the documents listed in (1), if the request for disclosure is made by an authorized representative, the following documents are required: a) A copy of one of the documents that confirm the representative's authority b) A copy of one of the documents that verify the representative's own identity.

a) Documents to Prove the Representative's Authority

<In the case of a representative appointed by the individual to make a request for disclosure, etc.>

- Power of Attorney from the individual

<In the case where the representative is the legal guardian of a minor>

- Family Register (Koseki Tohon)
- Certificate of Registered Matters (Tōki Jōkō Shōmei-sho)
- Other official documents that confirm legal guardianship

<In the case where the representative is the legal guardian of an adult under guardianship>

- Certificate of Registered Matters Related to Guardianship
- Other official documents that confirm legal guardianship

b) Documents to Verify the Identity of the Representative

(For information regarding the place of origin, only the prefecture should be visible; other details should be blacked out.)

- Driver's license
- Passport
- Basic Resident Register Card
- Residence Card or Special Permanent Resident Certificate
- My Number Card (front side)
- Other official documents for identity verification

2. Fees and Collection Method for Requests for Disclosure, etc.

For the time being, no fees will be collected for requests related to notification of the purpose of use or disclosure.

3. Method of Responding to Requests for Disclosure, etc.

Once it is confirmed that the request is made by the individual themselves, we will disclose the information using the specified method.

※The personal information obtained through the "Personal Data Disclosure Request Form" will be handled only to the extent necessary to respond to the request for disclosure, etc.

※We may not be able to respond to requests for disclosure, etc. in the following cases. In such cases, we will notify you of this and the reasons:

- If the identity of the individual or their representative cannot be verified.
- If there are deficiencies in the prescribed application documents.
- If the request for disclosure, etc., does not pertain to "held personal data". If it does not fall under (※).

※Requests for disclosure, suspension of use, etc. (suspension of use, erasure, cessation of provision to third parties) cannot be accommodated in the following cases:

- If there is a risk that disclosing the information may harm the life, body, property, or other rights and interests of the individual or a third party.
- If there is a significant risk that responding to the request could severely hinder the proper conduct of our business operations.
- If responding to the request would result in a violation of laws and regulations

▼ What Constitutes Held Personal Data

Held personal data refers to personal data for which our company has the authority to respond to all requests made by the individual for disclosure, correction, addition or deletion, suspension of use, erasure, and cessation of provision to third parties.

However, the following types of personal data are not subject to disclosure:

- a) Personal data for which revealing its existence could endanger the life, body, or property of the individual or a third party.
- b) Personal data for which revealing its existence could promote or induce illegal or improper conduct.
- c) Personal data for which revealing its existence could harm national security, damage trust with other countries or international organizations, or disadvantage negotiations with other countries or international organizations.
- d) Personal data for which revealing its existence could impede the prevention, suppression, or investigation of crimes, or otherwise affect public safety and order.