

■Personal Information Disclosure Request Form

Request for Disclosure of Retained Personal Information

Date (yyyy/mm/dd): _____

Recipient's Address

〒604-8187 京都府京都市中京区東洞院通御池下ル笹屋町436番地 永和御池ビル305
#305 Eiwa Oike Building, 436 Sasaya-cho, Higashinotoin-dori Oike sagaru, Nakagyo-ku, Kyoto-shi, Kyoto-fu, 604-8187
一般社団法人日本料理アカデミー検定協会
Japanese Culinary Academy Certification Association

Disclosure Request Applicant

Name

Address or Residence

Phone Number

Pursuant to Article 33, paragraph 1 of the Act on the Protection of Personal Information (Act No. 57 of 2003), I hereby request disclosure of retained personal information as stated below.

Statement

1. Retained Personal Information Applicant Wishes to Be Disclosed (please specify)

2. Disclosure Request Method (optional)

Circle either A or B.
If A is circled, please state disclosure request method and desired date.

A) I request that the disclosure be processed through the Japanese Culinary Academy's personal information protection office.

Method

☐ Viewable

☐ Issued Copy

☐ Other ()

Desired Processing Date (yyyy/mm/dd)

B) I request to receive a copy.

3. Processing Fees

<div>Fees ¥1,100 per copy (tax incl.)</div>	<div>Payment Method (Select 1)</div> <div><input type="checkbox"/> Cash <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Postal Money Order</div>	<div>(Stamp)</div>
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4. Identity Verification, etc.

A) Disclosure Request Applicant

☐ Self (Requester) ☐ Legal Representative

B) Document for Identify Verification

☐ Driver's License ☐ Health Insurance Card ☐ Residence Card

☐ Individual Number Card ☐ Other ()

C) Requester's Information (for legal representatives to fill out only)

a) Requester's Status

☐ Minor (DOB: _____)
☐ Adult Ward under Guardianship

b) Requester's Name

c) Requester's Address or Residence

D) If a legal representative is making the request on the requester's behalf, disclosing or submitting one of the following documents is required:

Proof of Qualification for Request

☐ Family Register

☐ Certificate of Registered Matters

☐ Other ()

◆ In regard to how requests for disclosure are processed, establishments that handle personal information are permitted to determine 1) where the requests for disclosure must be submitted, etc.; 2) the format of the documents to be submitted as well as the methods for making requests for disclosure, etc.; 3) the requirements for identity verification of the person requesting disclosure, etc. or their legal representative; 4) and the process for collecting fees (Act on the Protection of Personal Information, Article 12). The person making the request for disclosure, etc. must do so in accordance with the procedures prescribed (Act on the Protection of Personal Information, Article 37, paragraph 1).

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