

**Sample**

**Request Form regarding Personal Information (such as Disclosure)**

I hereby request the following based on Article 33 of the Personal Information Protection Law.

Details

Date of Request	4/1/2022
Address	100-8280 1-6-6 Marunouchi, Chiyoda-ku, Tokyo
Name	Taro Hitachi
Telephone number	03-3258-1111
Fax number	03-3258-2111
Email address	webmaster@hitachi.co.jp
Relationship with Hitachi Ltd.	<input checked="" type="checkbox"/> Individual Customer Name of the product you purchased:
	<input type="checkbox"/> Board member or employee of our client company - Name of the company/organization: - Name of the business site related to Hitachi Ltd.:
Fill in with check marks.	<input type="checkbox"/> Stockholder
	<input type="checkbox"/> Staff of Hitachi Ltd. Staff number:
	<input type="checkbox"/> Retired staff Last business site you belonged: <input type="checkbox"/> Other (please specify):
Request content(s)	<input type="checkbox"/> Notification of Purpose of use
	<input checked="" type="checkbox"/> Disclosure
	<input type="checkbox"/> Correction, addition or deletion
	<input type="checkbox"/> Suspension or erasure of the use of personal data
	<input type="checkbox"/> Suspension of the provision to the third party
<input type="checkbox"/> Record of the provision to/receipt from the third party	
Request details	
Format of Response	If you have any requests regarding the format of response, please indicate them below. If no specific request is made, we will reply by document. (We will reply in the manner stipulated by each service and/or as far as reasonably possible). None in particular
Basis of your request	(The basis that you, as a data subject, believe that Hitachi Ltd. keeps your personal information.) I sent a question via the contact form on your website around 10:30, (MM/DD/YYYY); since then, dubious direct emails have been sent to me from Hitachi Ltd..

Write the address stated on your identity document.

Hitachi Ltd. might contact you if necessary.

State the expected date of submission.

Fill in with check marks.

Write as detailed as possible.

Please note:

- When making a request by post, send it by registered mail or by any other means that ensure receipt.
- Attach a copy of a document confirming your identity (such as health insurance card).
- When a representative making a request, attach (i) a copy of the identity card of the data subject and of the representative and (ii) a letter of attorney.
- When requesting notification or disclosure of the purpose of use, pay the fee in advance and attach a copy of the document proving the payment (such as ATM transfer receipt if bank transfer).
- We may not be able to meet your request regarding the format of response.  
If by post, it will be sent by restricted recipient delivery (special type) to the address stated on your identification documents.
- Personal information provided in this form will only be used to the extent necessary to respond to your request such as disclosure.
- As a result of our search for your personal information, if we find out it is highly likely that we do not keep your personal information and one of Hitachi companies might keep it, we might contact the company to investigate the personal information you have provided in this request form.