

Retained Personal Information Disclosure, etc. Request Form

To Personal Information Protection Administrator
 Doshisha University

Requester (Applicant Representative)

Name _____ (印)

Address _____

Phone Number _____

(The applicant's name)

(Name at the time of graduation)

I hereby make the following request concerning personal information held by Doshisha University in accordance with the Act on the Protection of Personal Information, Article 27 to Article 30.

* Please refer to "Notes for filling out and submitting the Retained Personal Information Disclosure, etc. Request Form" to proceed.

Applicant's Information	Student	Faculty, Graduate School		Student ID, etc.	
	Alumni	Faculty, Graduate school at the time of graduation		Year of graduation	
	Other	Relation to Doshisha Univ., etc.			
Nature of Your Request	<input type="checkbox"/> Disclosure <input type="checkbox"/> Notification of purpose of use <input type="checkbox"/> Correction Addition • Deletion <input type="checkbox"/> Refusal for provision <input type="checkbox"/> Discontinuance of use <input type="checkbox"/> Removal				
Subject or Content of Your Personal Information Record					
Disclosure method	<input type="checkbox"/> In person <input type="checkbox"/> By mail (It will be sent to the requester mentioned above generally)				

※Official Use Only

受付番号		受付日	年 月 日
事務連絡欄			

管理者※	課長	係長	係員

本人確認・代理人確認	<input type="checkbox"/> 学生証 <input type="checkbox"/> 運転免許証 <input type="checkbox"/> パスポート <input type="checkbox"/> 在留カード・特別永住者証明書または外国人登録証明書 <input type="checkbox"/> 戸籍謄本 <input type="checkbox"/> 戸籍抄本 <input type="checkbox"/> 登記事項証明書 <input type="checkbox"/> 住民票写し <input type="checkbox"/> その他()		
	確認日	年 月 日	確認者

※個人情報保護管理者または個人情報管理者

Notes for filling out and submitting the Retained Personal Information Disclosure, etc. Request Form

【Note 1】 Please check applicable .

【Note 2】 Please fill out applicable parts in the "Applicant's Information" section.
For "Other," please provide information to verify your relation to Doshisha University, the applicant, etc.

【Note 3】 Request from the Applicant
You need to present document (generally photo identification) necessary to verify identification.

【Note 4】 Request from the representative : Please provide the applicant's name, as well.

For legal representative, please provide the applicant's identification (photo copy acceptable) as well as the representative's identification along with document (family register, or koseki tohon, a certificate of th registered matters, ect,) to verify your authority of representation.

For voluntary representative, please present the representative's identification and submit power of attorney stamped with the applicant's legal seal and the certificate of the seal.

【Note 5】 In the "Subject or Content of Your Personal Information Record" section, please provide specific information such as the name of document or file where the personal data is recorded to help verify the retained personal data requested for disclosure.

【Note 6】 If you are mailing this form, we accept a copy of your identification. Additionally, please submit a copy of your resident card.

【Note 7】 If your name has changed, etc. since your graduation, please fill out the "Name at the time of graduation" and submit document (family registry, abstract of family registry, etc) to prove your name change, etc.

【Note 8】 We cannot return the submitted form and documents, etc. The request form will be managed properly by the university and any other documents will be discarded appropriately by the university after the request is processed.

【Note 9】 The administrative fee (300 yen) is required for request to "Disclosure" and "Notification of puerpose of use" in the "Nature of Your Request."

In order to pay the administrative fee, please issue a payment certificate for Retained Personal Information Disclosure, etc. Request via a certificate issuing machine on campus and submit it to the office.

If mailing the form, please enclose postal money order with fixed amount of the same value as the administrative fee. You are to bear the handling fee for issuing the postal money order with fixed amount.

The administrative fee is not refundable for cases of unfulfilled requests in which the univerty is not responsible for information disclose as prescribed by law.

【Note10】 If you would like to be contacted by mail, please provide a stamped reply envelope.

【Note 11】 Personal information provided on this form and identity confirmation document will used only for necessary scoop for this request.