

## Request Form to Exercise Personal Data Rights

Please read this form carefully and complete it in full (block capitals) so as not to delay the processing of your request. Please email your completed form and identification to: [hidemi392@gmail.com](mailto:hidemi392@gmail.com)

Our response to your request will be sent to you by email.

### Personal Details:

Name:	
Postal Address (inc. postcode):  <i>(for applications made by post, you must provide a bank statement or utility bill which matches this address)</i>	
Email address:	
Date of birth:	

I would like to exercise the following right (please circle, the same shall apply hereafter):

Yes:	Access to my personal data
Yes:	Rectification of personal data

Please indicate which information you would like to have corrected

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Yes:	Erasure of my personal data  <b>With regards to clients, most information is stored for the duration of the contractual relationship and for ten years after the end of the contractual relationship.</b> <b>With regards to prospects, information is kept for three years from when it is collected or from our last contact with you.</b>
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Yes:	Restriction or objection to processing of my personal data  <b>In order for us to study your request, please give the reasons for this request</b>
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Yes:	Objection to processing of my personal data for sales purposes by Teshionne
Yes:	Letter
Yes:	Telephone
Yes:	SMS
Yes:	Email
Yes:	Portability of my personal data
	<b>If you would like a response by email, please provide your email address</b>

**My supporting documents Please enclose a photocopy of the following document(s) with your requests:**

Yes:	Proof of identity (mandatory) <b>If you provide a copy of a national identity card, please include both the front and back.</b>
Yes:	Other supporting documents (optional) <b>You can also provide additional documents in support of your request.</b>

**Receiving a response (You will receive a response as soon as possible—your request will be dealt with within a month)**

Yes:	By post
Yes:	By email to following address: <a href="mailto:hidemi392@gmail.com">hidemi392@gmail.com</a>

You can exercise the rights listed above by sending a letter to the following address:

c/o Teshio town office Local Vitalization Cooperator Group  
Shineidori-8 Teshio Teshio-gun, Hokkaido  
Zip 0983398

Personal data collected on this form is processed by Teshionne, which is responsible for processing the information in order to deal with your request to exercise a right in accordance with our legal and statutory requirements.

Place:

Date:

Signature: