

# Data Portability Request Form (For EEA residents)

Request Date            /            /

Please fill out the form below and return to the Personal Data Information Desk with all documents required for confirmation of identification. (Postage stamps required.)  
Please fill out all the items below.

## **Personal Data Information Desk**

Glue Inc.

Ohori Joy Building 5F

1-1-3 Arato, Chuo-ku, Fukuoka City, Fukuoka, Japan 810-0062

Notice : Please note that this form is accepted only by mail.

Information for Identifying Person to Whom Data Portability Request Pertains	
We may not respond to the request for data portability if requested information in this form is not provided.	
Last Name	
First Name	
Address	Zip Code
Birth Date	Day      Month      Year
Telephone	
Required documents for identification	<ol style="list-style-type: none"><li>1. Driver's license</li><li>2. Passport</li><li>3. Health insurance card</li><li>4. Basic Resident Registration Card with photo ID</li><li>5. Pension book</li><li>6. Physical disability certificate</li><li>7. Permanent Residency Card or Special Permanent Residency Certificate,</li><li>8. Seal Registration Certificate</li><li>9. Individual Number Card (front page only)</li></ol> <p>* Please send us two copies of any of the following documents above with this form</p>

**Information on Person Requesting for Data Portability (for Authorized Representative)**

We may not respond to the request for disclosure if requested information in this form is not provided.

Last Name			
First Name			
Address	Zip Code		
Birth Date	Day	Month	Year
Telephone			

**Documents required**

Relationship to the individual	Document to verify relationship to the individual	Required documents for identification
① A person with parental authority	Family register	1. Driver's license 2. Passport 3. Health insurance card 4. Basic Resident Registration Card with photo ID 5. Pension book 6. Physical disability certificate 7. Permanent Residency Card or Special Permanent Residency Certificate 8. Seal Registration Certificate 9. Individual Number Card (front page only) * Please send us two copies of any of the following documents above with this form.
② Legal Guardian	Guardian certificate	
③ Representative	Power of attorney Legal representatives shall provide certifying document	

Content of Request for Receiving Information Where the customer receives the information from us	
Type of Personal Information to Be Received	
Method of Receiving	
Final Destination of Information	
Content of Request for Handing Over Information Where the customer provides the information to us	
Type of Personal Information to Be Provided	
Method of Handing Over	
Original Provider of Information	

For official use by Glue Inc.	受付日時： 管理責任者確認欄：
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### Handling of this request form

Personal data obtained in this form is only taken for this request. We will dispose this form and other related documents one month after our reply by an appropriate method.

### Denials for request

You will be notified if processing of your request is denied. Request for data portability will or may not be accepted for the following reasons:

- Required information is missing.
- Confirmation was not available.
- Requested Information was not eligible for data portability of personal data.
- Data portability has serious impact on Glue's business operation.
- Data portability offends other laws.
- Life, health, property or other rights of the individual or third parties are affected.