

ANA Crowne Plaza Hotel Grand Court Nagoya “Request to Know How Personal Information is Used” Form

Date of Request : Day /Month /Year

Please fill out and submit the identification document to the address below.

(It is the applicants' responsibility to pay postage.)

Please fill out the information in bold print.

Address for the Request

ATT: Privacy Policy ANA Crowne Plaza Hotel Grand Court Nagoya
1-1-1 Kanayama-cho, Naka-ku,
Nagoya, 460-0023 JAPAN



We only accept requests by mail. We do not accept requests at the front desk or restaurants.

Personal Information

(Please fill out all of the information requested.)

Name	Date of Birth	Day	/Month	/Year
Address				
Phone Number	*If we need to contact you to verify any information, please list a daytime phone number.			
Identification	1. Driver's license 2. Passport, 3. Health insurance card 4. Basic resident register card (with a photo) 5. Pension handbook 6. Physical disability certificate 7. Alien registration certificate 8. Proof of personal seal registration. *Please submit copies of two identification documents along with requested documents in an envelop.			

Applicant's Information

(Please fill out the sections below ONLY if the applicant is applying on behalf of someone else)

Name	
Address	
Phone Number	*If we need to contact you to verify any information, please list a daytime phone number.
Relationship	1. Relative 2. Legal Guardian 3. Representative 4. Other ; please write the relationship in the parenthesis ()
Proof of identification and relationship	“letter of attorney” which proofs that the applicant is the representative and 1. Koseki certificate (Japanese family registry) or 2. Certificate of Legal Guardian
Applicant identification	1. Driver's license 2. Passport, 3. Health insurance card 4. Basic resident register card (with a photo) 5. Pension handbook 6. Physical disability certificate 7. Alien registration certificate 8. Proof of personal seal registration. *Please submit copies of two identification documents along with requested documents in an envelop.

Handling Fee	Please include 500JPY postage issued by Japan Post in an envelope.
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	Item List	Descriptions
Details		

ANA Crowne Plaza Hotel Grand Court Nagoya In-House System for Personal Information

The documents submitted to us to let you know how personal information is used will only be used for the purpose. All the documents submitted will be kept for a month, after everything is done. We will discard the documents after the period.

We will notify you with the reason(s) if we cannot let you know how the personal information is used.

- The information provided was inadequate.
- The hotel cannot confirm the checklist.
- The request doesn't fall under the “personal data” category.
- The procedure will trouble our business.
- The procedure is a violation of the law.
- The procedure leaves a negative impact on the customer. This includes a physical, financial or basic welfare detriment.

Official Use Only

Date and time accepted the request	
Receipt number of the request	