Procedure for disclosure, correction, suspension and deletion of Personal Information which Six Apart retains

1. Personal Information which Six Apart retains will be disclosed when the person in question requests so. Please fill in the following form and send it to us via mail for such request. Six Apart will handle your request and respond to you within 5(five) business days.

2. Any request regarding correction (including change, addition and deletion), suspension and deletion of Personal Information which Six Apart retains must be made by the following form and you must request so by filling in the form and sending it to us via mail. Six Apart will handle your request and respond to you within 5(five) business days.

3. Request form for change of handling Personal Information is deemed to be made by the person in question. If you forget user ID, you must provide us date of purchase or registration as well as a copy of an identification card. When it is necessary for Six Apart, we may contact you for inquiry according to contact information which is registered.

Address (Request Form should be sent to the following address.):
Customer Support Dept., t Six Apart, Ltd.
5-2-39 Akasaka, Entsuji-Gadelius Bldg. 7F
Minato-ku, Tokyo, 107-0052, Japan
Fax Number: 81-3-5549-2081
Request form for change of handling Personal Information

To Manager in charge of Personal Information, Six Apart, Ltd.

I hereby request the following matter regarding my Personal Information which Six Apart retains.

Dated:
Address:
Name: ___________________________ Signature or Stamp
Telephone Number
User ID
Product
Purchase Date or Registration Date
Mail Address

Request regarding Personal Information  (Please mark a check box for item you request)

☐ Disclosure of Personal Information
☐ Suspension
☐ Deletion
☐ Correction (change, addition, deletion)

Personal Information is corrected as follows: