**Deletion request form**

Regarding images being captured in experiments being carried out at Life Sciences Library, the image data indicated below contains the requester’s image therefore we hereby request the deletion of said data.

|  |
| --- |
| Time and date of the experiment (E.g. June 6, 2018, a period of 2 minutes from 3:03 p.m.) |
| Place (E.g. In front of the first floor service counter) |

■ Day of request: mm/dd/yy

■ Requester:

(Affiliation)

(Name)

(Contact details)

**<Points to note>**

* We will not accept deletion requests for images other than those in which you appear. The person in question must be the one to submit the request form.
* Deletion requests must be made within 1 week from the day the experiment was carried out. Submission can be done by internal mail, submitting in person, or as an email attachment. In case of email attachment, send the form to the following address:
scp-contact@ids.osaka-u.ac.jp.
* We will identify the target data using the time and place information provided. Please indicate the time in as much detail as possible.
* If you are not clear about how to indicate the details, please consult us at:
scp-contact@ids.osaka-u.ac.jp.
* Be sure to indicate information on the date of the request and on the requester. Requests without such information cannot be dealt with. We may request additional information required for data deletion regarding the content of deletion requests. In such cases, we will contact you at the address indicated in the contact details, so please provide the additional information at that time.
* Please be aware that we may be unable to deal with deletion requests that exceed the boundaries of what can be dealt with in a reasonable process or those that interfere with the carrying out of the experiment.