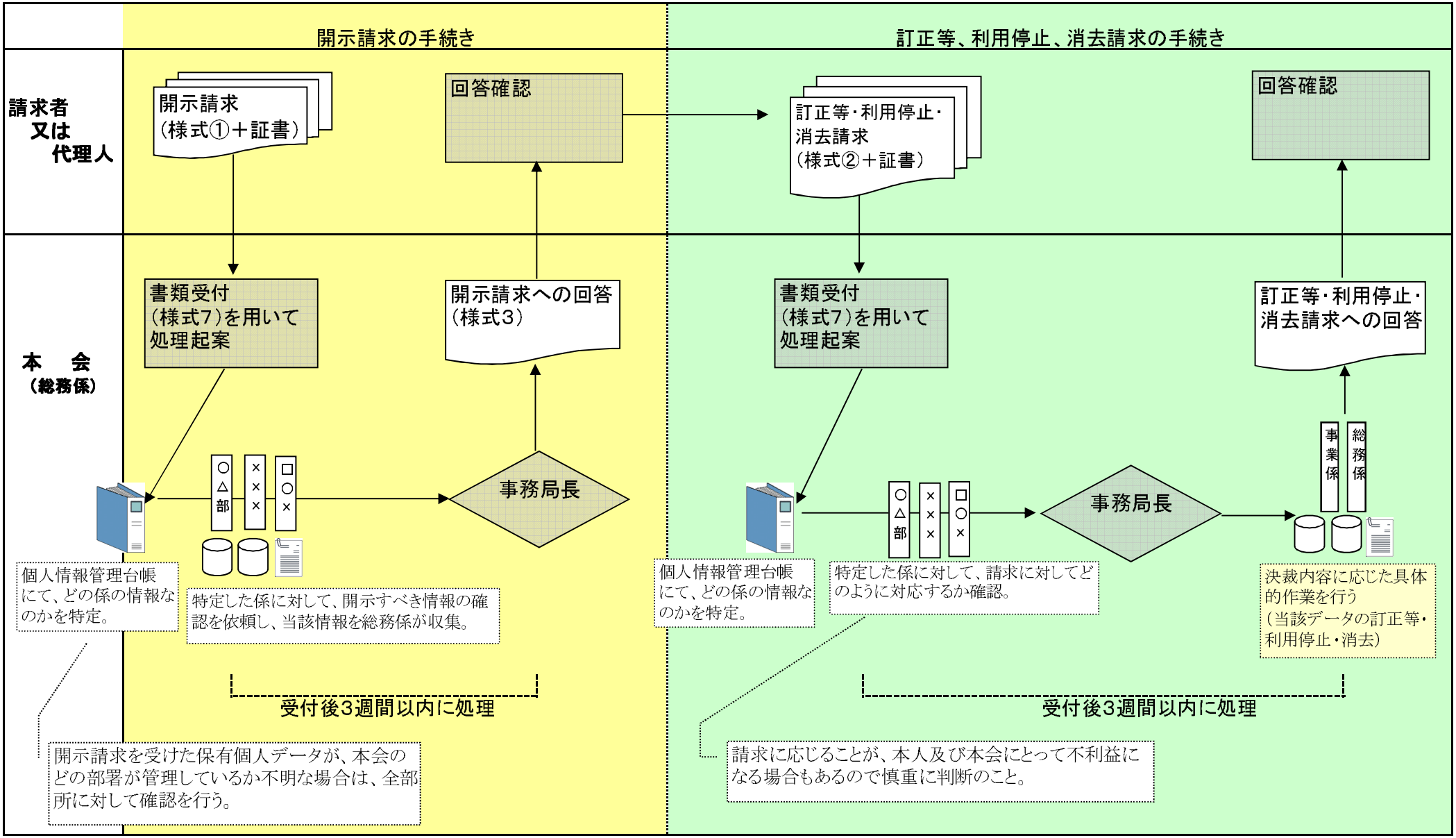■個人情報の開示等に関する手続きの流れ