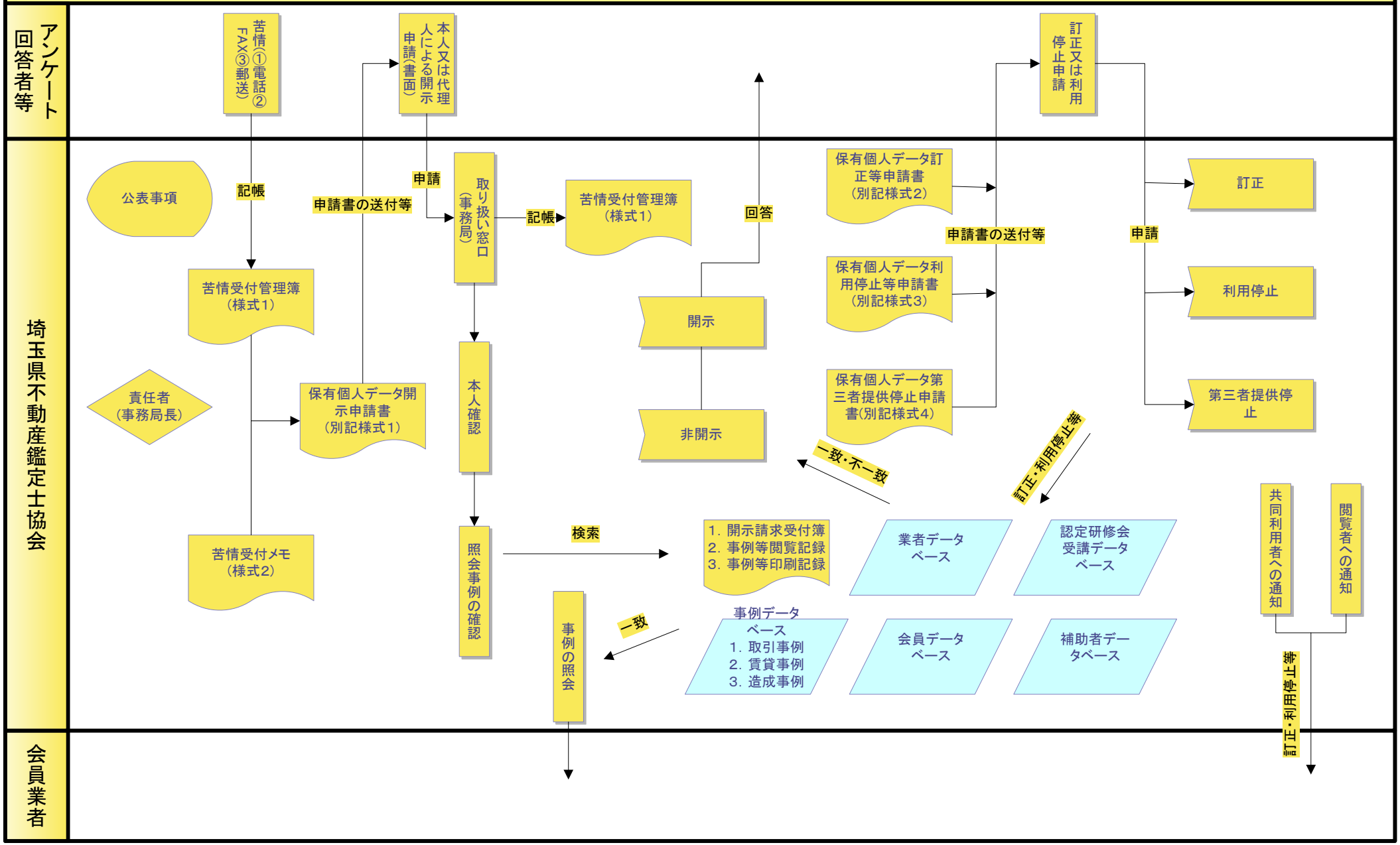個人情報開示・訂正等に伴う事務処理のフロー