



Data Portability Request Form

Request for Transfer of Data

This form is to be used by the Data subject when requesting Personal Data and/or Sensitive Personal Data to be transferred from The University of the West Indies (UWI) to an external Data Controller or Data Processor.

SECTION 1 – Requestor Details

- This section includes details of the individual / company submitting this request.
- All fields marked as * are mandatory.

Are you the Data Subject? *

Yes

No

If you are the data subject, please enclose evidence of your identity with this form. Acceptable forms of identity are copies of either 1) driver's licence; 2) passport; or 3) birth certificate

SECTION 2 – Data Subject Details

- This section includes details of the individual whose Personal Data and/or Sensitive Personal Data are requested
- A separate form must be completed for each data subject
- All fields marked as * are mandatory.

Title:	
Full Name * (First and Last)	
Current Address	
Telephone Number:	
Email Address: *	
Date of Birth:	

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Previous Name(s) (if any):

Previous Address (if at
current address for less
than 2 years):

Is/was the Data Subject a UWI employee? *

Yes

No

Is/was the data subject a UWI student? *

Yes

No

SECTION 3 – Details of the Request

Who should we provide the requested Personal Data to? *

Requestor, as indicated in Section 1 above

Data Subject, as indicated in Section 2 above

Other Party

Please provide any relevant information that will help us identify and specifically locate your personal data

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SECTION 4 – Declaration (Mandatory)

I am the Data Subject / authorized by the Data Subject named above and hereby request that UWI provide a portable copy of Personal Data, as specified in Section 3 of this form.

I have enclosed the required documents stated in Section 1 above and hereby confirm that all the information supplied in this form is accurate to the best of my knowledge.

Name: _____

Signature: _____ **Date:** _____

Please address and return a copy of this completed form, together with the Supplementary documentation to:

The University Data Protection Officer**Physical Address:**

The University Data Protection Office
Regional Headquarters
The University of the West Indies
2A Hermitage Road
Kingston 7
Jamaica, W.I

Email:

dpo@uwi.edu

Telephone Numbers: (876) 977-3015 or (876) 970-5417

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