



Personal Data Disclosure Request: Decision Form

This form is to be used by internal sub-entities (departments, units, etc.) of The UWI when responding to requests for Personal Data.

Section 1 – Supporting Information

1.1 A copy of the applicant's request form, with the following information, should be attached:

- Information of applicant (Name, signature, contact details, date of request)
- Details of the Data Subject
- Details of the Personal Data requested (might require clarification from Data Subject)
- Reason for request (if known)

1.2 If the request for Personal Data was not made directly to this sub-entity (department, unit, etc.) but is being made *from another UWI sub-entity* (department, unit, etc.), provide information on the person who authorised the request:

(Please place an 'x' in the box to the left of the appropriate title)

Prof. Dr. Mr. Mrs. Miss Ms. Rev.

First Name:	Last Name:
Department:	Job Title:

Version Number: 1.0

Created/Modified by: University Data Protection Office

Version Date: March 25, 2022

Version Status: Final

Section 2 – Decision

What decision has been made about the Personal Data requested?
(Select the most appropriate option)

- Withhold** – none of the requested information will be provided
- Disclose** – all of the requested information will be provided
- Partially Disclose** – only a sub-set of the requested information will be provided

Details of Decision

Reason(s) for decision:
Personal Data disclosed (if applicable):
Method of disclosure (e.g. listing of Personal Data sent via email, full copies sent via email, etc.):

Section 3 – UWI agent responsible for disclosure/refusal of request

Name:

Job Title:

Date:

Signature:

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