Personal Information Deletion Form
(Data Erasure Request)

Please read this form carefully and complete it in full so as not to delay the processing of your request.

Completed forms and identification may be emailed to the Data Protection Officer at Privacy-GDPR-L@lists.ufl.edu. Forms can also be posted to UF Privacy Office, Attention: GDPR, PO Box 103175, Gainesville, Florida 32610-3175, U.S.A.

Our response will be sent to you by email. Please indicate in the “Information Required – Your Request” box below if you would like a hard copy.

Personal Details

<table>
<thead>
<tr>
<th>Full Name:</th>
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<tbody>
<tr>
<td>UF ID # (if applicable):</td>
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Postal Address (include postcode):
(for applications made by post, you must provide a bank statement or utility bill which matches this address)

| Telephone Number:              |
| Email address:                 |

Are you the Data Subject? (Please circle):

| Yes:                           |
| Please provide a copy of proof of ID (such as copy of passport or driving license). If you are a current UF staff member or student, please provide a copy of your UF ID card. If you are requesting for information to be sent to you via post we will also require proof of address (such as original bank statement, utility bill or similar). |

| No:                            |
| Are you acting on behalf of the data subject? If so, complete this form and provide us with their written authority and include the ID requirements listed in the box above. Please note that we may take further steps to confirm that authority has been freely given. |

What you are entitled to:

You can ask for your personal information to be deleted when, for example, the data that UF holds on you is no longer needed or when your data has been used unlawfully. Personal information provided when you were a child can be deleted at any time. This right also applies online and is often referred to as the ‘right to be forgotten’. In specific circumstances, you may ask companies that have made your personal data available online to delete it.

It’s worth keeping in mind that this right is not an absolute right, meaning that other rights, such as the freedom of expression and scientific research, are also safeguarded. We reserve the right to provide information in electronic format.
Information required:
Please describe as precisely as possible the information you are requesting to be deleted, together with any additional information which will help us to locate it, for example: the academic or administrative departments in which it may be held; the nature of your current/past relationship with UF (i.e. student/employee); the dates on which correspondence or other material may have been created, etc.
Please include your UF ID number (if applicable) and any other information that would help us identify your records. Please continue on a separate sheet if necessary. We are not obliged to comply with a request until we are supplied with sufficient information to process it.

Your request:

☐ Check this box to request your information in hard copy.

Declaration:
I certify that the information given on this form is true and accurate, and I accept the terms. I understand that it is necessary for UF to confirm my/the Data Subject’s identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signature: __________________________ Date: ________________

Print name: __________________________

Checklist:
- Include evidence of your identity (and signed authority documents if you are not the Data Subject).
- Complete the form accurately and in full (it is your responsibility to provide all the required information).
- Clearly enter your e-mail address.
- Ensure that posted applications have sufficient postage.