

This document contains the instructions for completing and submitting the DSAR form for processing.

Please use the appropriate guidance for submitting the form from the methods below

Submitting the Form with Electronic Signature	2
Submitting the Form with Handwritten Signature	3
Submitting the Form on Paper.....	4

Submitting the Form with Electronic Signature

1. Download the Form

- Download the form onto computer or open in browser.

2. Complete the Form

- Follow the instructions provided on the website and on the form itself.

3. Reset Form if Incorrectly Filled

- If you make a mistake, click the “Clear form” button at the bottom of page 2 to clear all entries.

4. Attach Electronic Signature

- Add your electronic signature where required.

5. Save the Completed Form

- Once completed, click the download icon in your browser to save the form.

6. Open Your Email Program

- Use your preferred email program (e.g., Outlook, Gmail, Yahoo).

7. Compose a New Email

- Send an email to headofprivacy@jdic.org with ictdepartment@jdic.org and DPO@jdic.org in CC.
- Use the subject line: "*Application for Access to Personal Data*".
- For a quick and easy way to send the email with all recipients already included, **click:** [Send Email](#).

8. Attach the Form

- Attach the saved PDF file from [Step 5](#).

9. Send the Email

- Click “Send” to submit your form.

Submitting the Form with Handwritten Signature

1. Download the Form

- Download the form onto computer or open in browser.

2. Complete the Form

- Follow the instructions provided on the website and on the form itself.

3. Reset Form if Incorrectly Filled

- If you make a mistake, click the “Clear form” button at the bottom of page 2 to clear all entries.

4. Save the Completed Form

- Once completed, click the download icon in your browser to save the form.

5. Print the Form

- Print the saved form.

6. Sign the Form

- Sign the printed copy.

7. Scan the Signed Form

- Scan the signed document as a PDF or JPEG and save it to your computer.

8. Open Your Email Program

- Use your preferred email program (e.g., Outlook, Gmail, Yahoo).

9. Compose a New Email

- Send an email to headofprivacy@jdic.org with ictdepartment@jdic.org and DPO@jdic.org in CC.
- Use the subject line: "*Application for Access to Personal Data*".
- For a quick and easy way to send the email with all recipients already included, click: [Send Email](#).

10. Attach the Scanned Form

- Attach the scanned file from [Step 7](#).

11. Send the Email

- Click “Send” to submit your form.

Submitting the Form on Paper

1. Print the Form

- Print the form for submission on paper by clicking the printer icon in your browser.

2. Complete the Form

- Follow the instructions provided on the form itself.

3. Submit the Form

- Once completed, place the completed form into an envelope.
- Ensure the address is clearly written on the envelope.
- Mail the form to:
 - **Head of Privacy:** *Clover Edwards*
 - **Mailing Address:** *30 Grenada Crescent, New Kingston, Kingston 5, Jamaica.*