

## **Data Consent form for one-off reference requests**

Version 1.0

Last updated 07/03/19

Under the current Data Protection legislation, the University cannot disclose information regarding your studies to a third party, without your prior written permission. Please complete this form fully if you wish to give consent for the Student Administration Team to disclose your details to the named third party mentioned below.

### 1. Identification Details – Please complete all sections

Full name:	
Date of Birth:	
Home address during study:	
Course studied:	
Start date of study:	
End date of study:	
Award achieved:	
Award date:	

### 2. Consent Details

I hereby consent, the organisation mentioned below, to access the following information on a one-off basis.

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(Insert organisation name above)

Information regarding my course studied	<input type="checkbox"/>
Information regarding my study dates	<input type="checkbox"/>
Information regarding my final outcome/Award achieved	<input type="checkbox"/>
Information regarding my assessment outcomes & marks	<input type="checkbox"/>

<b>Your signature:</b>	<b>Date:</b>

(If you are unable to submit an electronic image of your signature, please type your name)