Newcastle University is the data controller of the personal data you provide to us. We need to collect your data to issue you with a sixth form library access card; it is in our legitimate interests to do this to ensure the library is only accessed by those who are entitled to, and we will only collect the data that is necessary for this.

We will not pass the information that you give us to anyone unless we are required to by law, or we believe you to be at risk. All the personal data we process is processed by Newcastle University staff in the UK, and we will destroy this data 6 months after the course expiry date given on your application form.

If any of the information that we hold about you is wrong you can ask us to change it.

If you no longer wish to have access to the University Library let us know and we will cancel your membership and destroy the data.

If you would like more information about how we manage personal data more generally, including your rights under law, and the contact details of the University’s Data Protection Officer, please see our website: http://www.ncl.ac.uk/data.protection/PrivacyNotice.htm

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STAFF USE

Card Issued Date __/__/____ Card Replaced on ____/____/____ ____/____/____

Form of ID
- School Lanyard/Badge
- School Planner
- School Visit
- Other

_________________________