

Sixth Form Access to Library Application



Surname

First Name

School Name

School Address

What courses are you doing?

Year you leave school

Name of School Contact Person

School Contact Person Email Address:

Signature of School Contact Person

(I support the named student for a 6th form access ticket)

Signature of Applicant

I agree to abide by the University Library rules and regulations

(www.ncl.ac.uk/library/about/rules-regulations)

Privacy Notice

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>

STAFF USE

Card Issued

Date ___/___/___

Card Replaced on

___/___/___

___/___/___

Form of ID

School Lanyard/Badge

School Planner

School Visit

Other



The University Library

Explore the possibilities

CUSTOMER
SERVICE
EXCELLENCE

