**IRREVOCABLE FORM OF AUTHORITY CONSENTING TO RELEASE OF ACADEMIC RECORDS AND PROVISION OF PROGRESS INFORMATION TO THE GRUNDY EDUCATIONAL TRUST**

TO:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of university) (the “**University**”).

As at the date of this letter of authority, I am a student at the University. In order that the Grundy Educational Trust, registered charity no. 1002803, (the “**Trust**”) is able to ensure that contact with me is maintained during or after my studies, I hereby give my consent to the disclosure of all information by the University relating to:

(i) the progress and current status of my studies at the University; and

(ii) any and all contact details for me which the University may hold.

To the extent required to enable the foregoing disclosures, I give my permission for the Trust to submit a data access request to the University on my behalf in accordance with the General Data Protection Regulation (the “**Regulations**”), and further give my consent for the University to disclose to the Trust personal data (but not sensitive personal data as defined in the Regulations) which identifies me.

I irrevocably and wholly release the University from any claim which I may have in connection with any such data access request.

I require the University to provide such information to the Trust, upon its written request and (if required) payment of any reasonable administrative fee of up to £10 by the Trust as may be required by the University.

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| Signature | ……………………………… |
| Name | ……………………………… |
| Date | ……………………………… |
| Address | ……………………………… |
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Notes:

In the event that it is necessary to use this letter of authority, the University will be entitled under the Regulations to see such information as it may reasonably require in order to satisfy itself as to the identity of the applicant.

Accordingly, a copy of the applicant’s identification papers could be kept attached to this letter, for use if requested by the University. Otherwise, there is a risk any request for information will be rejected. There is no specific requirement for the form of such identification. A copy of the applicant’s driving licence, passport or similar may be used. Alternatively, a copy of the first page of the applicant’s completed Trust Application Form may suffice. The storage of such materials may itself come under the Regulations and care should to be taken to store such material confidentially, in a secure location and in compliance with the law.

The University will be entitled to charge a fee of £10 for access to the data.