Sixth form library access application

Please complete in BLOCK CAPITALS

Full name (BLOCK CAPITALS)

_____

School/6th form college name

_____

School/6th form college location
(eg. North Shields)

_____

Year you will leave school/6th form college

_____

What subject(s) are you studying?

_____

_____

_____

Name of school/6th form college contact

_____

School/6th form college contact email

_____

School/6th form college contact signature

_____

I support the named student in applying for sixth form access to Newcastle University Library

Applicant signature

_____

I agree to abide by the University Library rules and regulations
www.ncl.ac.uk/library/rules-and-regulations/
Please ensure you have read the rules and regulations before signing.

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:
https://www.ncl.ac.uk/data-protection/data-protection-policy/

Staff Use

Form of ID: ☐ Lanyard/badge
☐ Planner
☐ Visit
☐ Letter of introduction

Card issued: __/__/____

Card replaced on: __/__/____
__/__/____