

**If you wish to use this form, please download a copy before completing it and then return the completed information to** **admissionsconfidential@northampton.ac.uk****.**

**University Communication to Named Third Parties Consent Form**

If you have queries relating to your application and enrolment at the University of Northampton, we can only discuss the details with you, or a person you nominate specifically. You may also give us permission to act on instructions they give us on your behalf. You may grant this permission by completing this form and returning it to admissionsconfidential@northampton.ac.uk.

You may withdraw permission at any time by completing the section entitled ‘cancelling permission’ on page three of this form and returning it to admissionsconfidential@northampton.ac.uk.

We recommend that you keep a copy of the completed form for your records.

**Please complete your details below:**

**Full name:**

**Student ID Number:**

**Course:**

**Your nominated contact Name:**

**Please indicate how we may discuss your application:**

|  |  |  |
| --- | --- | --- |
| **Method of communication** | **Your approval**Yes/No | **Details** |
| **Email**  |  | Please provide your contact’s email address as this is the one we will communicate with: |
| **Phone** |  |  |

Please complete the form on page three to indicate the types of information we may share with your nominated contact and what we may act on at their request.

**Approving Permission**

Please note that any ‘your approval’ boxes left blank will be interpreted as consent withheld.

|  |  |
| --- | --- |
| **Details we may share with your nominated person** | **Your approval**Yes/No |
| The progress and details of your application |  |
| Information about documents you have provided in support of your application, plus qualifications you are still taking. |  |
| Information on your Disclosure and Barring Service (DBS) check and occupational health check, only if they are required for your course. |  |
| Your progress through pre-enrolment and enrolment, including discussing how questions should be answered and your attendance at an enrolment session, if this is required for your course. |  |

|  |  |
| --- | --- |
| **Instructions your nominated person may give us on your behalf** | **Your approval**Yes/No |
| Changing your contact details (email address, telephone number etc.) |  |
| Requesting changes to your application; a different course or start date, for instance  |  |
| Cancelling your application  |  |

I understand that information may be communicated in written, electronic and/or oral form unless otherwise indicated on page one.

A copy of this document will be placed on my student file to notify staff of this agreement. It will remain on file for a period of 24 months.

I understand that other information may lawfully be shared under other circumstances.

I understand that I may revoke this consent at any time.

Please sign and date below:

**Signature:**

**Date:**

A copy of your completed form will be sent to you at the email address on your application and your nominated contact at the address you give on page one.

**Cancelling Permission**

To cancel permission to discuss your application with your nominated contact, please complete this form and return it to admissionsconfidential@northampton.ac.uk

Permission will be cancelled once the University has received this form and confirms that your record has been amended to reflect your wishes.

This form will be saved to your student record.

**Please complete your details below:**

**Full name:**

**Student ID Number:**

**Course:**

**Name of contact:**

**Declaration**

I confirm that I no longer give permission for the University to discuss my application or take instruction on my behalf from the person named above.

**Signature:**

**Date:**

University of Northampton Privacy Policy

You will find the University’s Privacy Policy and associated information here: <https://www.northampton.ac.uk/about-us/privacy-policy/>