**DATA PROTECTION: THIRD PARTY CONSENT FORM**

*The following information is required in order for any member of staff at the University of Kent to correspond either in writing (including email) or verbally with third party individuals, such as a student’s parent or guardian. For queries about this form, please contact the Assurance & Data Protection Office:* [*dataprotection@kent.ac.uk*](mailto:dataprotection@kent.ac.uk)

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| **PART A: Requester’s details and nominated Third Party** | |
| 1. **Requester’s details (Data Subject)** | |
| **Surname:** | **Title:**  Mr/Mrs/Miss/Ms |
| **Forename(s):** | **Student ID No.:** |
| **Address:** | **Telephone No:** |
| **Programme of Study:** | **E-mail address:** |
| Please include a copy of your student ID card (or alternative photo ID if you are no longer a student) with this request. Failure to provide ID may delay the progress of your request as the University will not release personal data to those named in this form unless we are fully satisfied as to your identity. | |
| 1. **Nominated Third Party’s details** | |
| Please state the name(s) and the relationship to you of the individual(s) you are permitting the University of Kent to disclose your personal information to. | |
| **Full Name of Third Party:** | **Relationship to you:** |
| **E-mail address:** | **Other relevant contact details:** |

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| **PART B: Information you are permitting us to share with your nominated Third Party** |
| 1. **Please confirm what information you permit the University of Kent to share with your nominated Third Party.** E.g. Registration, attendance, marks. |
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| 1. **Please state here if you would like any information excluded from sharing with your nominated Third Party.** |
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| If the personal data you are permitting us to share with your nominated Third Party includes:  **Health, ethnicity, sex life, sexual orientation, political opinions, religious or philosophical beliefs, trade union membership, genetic data, and/or biometric data, this is known as Special Category Data under UK GDPR.**  Because this type of data is more sensitive, we require your explicit consent to share this data with your nominated third party. We will request your consent for sharing this information in the next section. **Please think about it carefully.** |

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| **PART C: Declaration** | |
| **I am the data subject named in Part A, Section 1 of this document and hereby give permission to relevant, necessary members of staff at the University of Kent to disclose and discuss the above aspects of my registration with my nominated Third Party, save for any exclusions stated above.** | |
| **Name:** | |
| **Signed:** | **Date:** |
| **I give my consent for my Special Category Data (described in Part B) to be shared with my nominated Third Party, if it is relevant to the information that I have permitted the University to share.** | |
| **Name:** | |
| **Signed:** | **Date:** |

**Notes on this form**

1. The completed Third Party Consent form will be held in the student’s file by the department that received it (and/or any relevant department).
2. The consent to share with the nominated Third Party will be valid for the duration of the academic year when the form was submitted.
3. A new consent form will be required for each subsequent academic year.

**Privacy Notice**

Please refer to the Student Privacy Notice for information about how the University processes student personal data:   
<https://www.kent.ac.uk/about/assurance-and-data-protection/privacy-notice-for-students>  
Further University of Kent Privacy Notices can be found here: <https://www.kent.ac.uk/about/assurance-and-data-protection/privacy-notices>