

Third Party Consent Form

Falmouth University’s relationship is with you, the student, irrespective of who pays your fees. Under Data Protection legislation, the University cannot disclose information to, or accept appeals/complaints from, a third party without your prior written permission.

Complete this form if you wish to give consent for the University to disclose your details to a named third party. Additionally, you can give permission for a third party to act on your behalf if required, where there is a valid reason.

You must complete all the sections marked with an asterisk (**\***).

# Student Details:

| Full name: \* |  |
| --- | --- |
| Student number: \* |  |
| Address: \* |  |
| Telephone: \* |  |
| Email: \* |  |
| Date of birth: \* |  |
| Nature of business: \**Please select*  | Appeal [ ] Complaint [ ] Other – please specify [ ]  |
|  |  |

# Third party details:

| Full name: \* |  |
| --- | --- |
| Address: \* |  |
| Telephone: \* |  |
| Email: \* |  |
| Relationship to you: \* |  |

# Declaration:

**Tick to confirm**: **\***

|[ ]  By signing this document I give consent for the University to disclose to the named third party any personal data about me held by the University which may be necessary in dealing with my appeal/complaint/other matter. |
| --- |

**Additional consent – tick if applicable**:

|[x]  I give consent for the named third party to act on my behalf in dealing with the University in relation to the nature of business. I understand that the University will only deal with the individual authorised to act on my behalf. |
| --- |

| **Reason for needing a third party to act on your behalf:** |  |
| --- | --- |

| **Your signature: \*** | **Date:** \* |
| --- | --- |

(If you are unable to submit an electronic image of your signature, please type your name. QAE will consider the receipt of this form electronically direct from your University email address as being equivalent to a signature.)

# Submission:

Please return this form to QAE@falmouth.ac.uk

Alternatively you can print this form and send it along with your supporting evidence to:

Quality Assurance & Enhancement

Falmouth University

Falmouth Campus

Woodlane

TR11 4RH

If sending by post, please note that it is your responsibility to ensure that your authorisation reaches QAE in time for any appeal/complaint to be submitted by the deadline. QAE will not accept late appeals/complaints because of postal delays.