

# Withdrawal of Consent for Processing Personal Data



## Why we process your Personal Data

The General Data Protection Regulation (GDPR) 2018 says B&FC can process your personal data for specific reasons. Where we do, the reason(s) were explained to you when we originally captured that information.

Some reasons we process your personal data are

- So we can register you with an awarding organisation to claim your certificates
- to ensure your health, safety & wellbeing whilst you are studying with us

We may also wish to process your personal data for a reason that is not listed in the GDPR. For example, to include your feedback in our promotional materials. Where this is the case, we need your consent.

When you give consent for us to process data, you have the right to withdraw that consent at any time. **If you wish to withdraw your consent, you must use this form to let us know.**

<b>To withdraw your consent:</b>	
<p><b>Step 1</b> Describe the data and processing for which you wish to withdraw your consent.</p> <p>Please provide sufficient information to allow us to locate all of the data. For example, if you no longer wish us to contact you about future courses, you need to tell us which methods of communication we should stop using (e.g., mailing address, home telephone, mobile telephone, personal email, work address etc)</p> <p><b>NB:</b></p> <ol style="list-style-type: none"> <li>1. We will use the data you provide on this form to help us carry out your request. You are not obliged to provide any personal data on this form. However, if you do not provide sufficient data, we may not be able to carry out your request.</li> <li>2. We may contact you for additional information that we need to enable us process your request.</li> </ol>	<p><b>Step 2</b> Complete sections 1, 2 &amp; 3 of this form and email it to <a href="mailto:datarequest@blackpool.ac.uk">datarequest@blackpool.ac.uk</a></p> <p>together with any supporting documents. If you are emailing from an email address other than the email addresses we have on our system for you, you will need to print and sign the form and return it to the student administration office. Alternatively you can scan the signed form and email it to the above address.</p>

## 1. About You

Name:		Date of Birth:	/ /
<b>I am/was</b>			
A student	My student ID is/was:	I studied at B&FC from	To:
An employee	My staff code is/was:	I worked at B&FC from	To:
Home Address:	Telephone No.:		
	Email address:		

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## 2. Withdrawing your consent:

I withdraw consent to B&FC processing the specific personal data items listed below:

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**AND / OR**

I withdraw consent to B&FC using my personal data for the following purposes:

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**Finally**

Please include any additional comments below to help us process your request:

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## 3. Confirmation

Student or Employee:	Signature		Student	
			Employee	
	Name		Date	/ /

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Data Protection Office or Student Admin Office use only:

Actions taken:			Yes	
			No	
Details of any parts of this request which cannot be processed:			Yes	
			No	
Inputting Officer	Signature			
			Date	/ /
DPO signature:			Date	/ /