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| Student consent form for someone to act as my representativeThis form lets you give someone else (a representative) permission to act on your behalf when contacting us about a specific issue. This could be a parent, support worker, friend, or advisor. We’ll only speak to them if you give your written permission for us to do so.I, [insert name], understand that [insert full name of the person acting on behalf of (the representative)) will contact/has contacted University of Westminster on my behalf to [insert brief details of reason for contact].I confirm that: [ ]  I support this person acting on my behalf.[ ]  I understand that access to my personal information and/or my records will be needed to investigate and respond to my request and may be seen by University representatives and my representative.I authorise [insert name of the representative] to act on my behalf while my request is being considered and I give my permission for confidential personal information to be shared with them. My details

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| Name | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Student ID | Click or tap to enter a date. |
| Relationship to the representative | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |
| Signature | Click or tap here to enter text. |

My Representative’s Details

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Phone number | Click or tap to enter a date. |
| Organisation/company | Click or tap here to enter text. |

Consent[ ]  I understand that my personal information will be handled securely and in line with the requirements of data protection legislation.[ ]  I know that sharing my information is completely my choice, and I can change my mind and withdraw consent at any time.If you have any issues or queries regarding this form or wish to withdraw your consent, please do contact the Student Centre. Information on how to contact the Student Centre can be found [here](https://www.westminster.ac.uk/current-students/support-and-services).­­­­­­­­If you're finding this process difficult or would like to speak to someone, support is available. [Support and services | University of Westminster, London](https://www.westminster.ac.uk/current-students/support-and-services) Accessibility: If you need this form in another format (e.g. large print or audio), or would like help completing it, please contact the Student Centre. |
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