

Data Subject Consent – Learner Reference and Attendance Confirmation

('Data Subject' means the individual who is the subject of the personal data being disclosed by the Group)

I, _____ (insert learner name), give permission for the RNN Group to provide a Learner Reference and Attendance Confirmation to the organisation or individual detailed below.

The document may contain information taken from my official learner record held within ProSolution, including programme details, dates of attendance, attendance and punctuality information, study hours and qualification information where applicable.

This consent applies solely to the organisation or individual named below and for the purpose of responding to the request.

Consent may be withdrawn at any time **before** the reference is issued by contacting learnerreference@rnngroup.ac.uk. Once the information has been disclosed, withdrawal will not affect the processing already undertaken.

Name: _____

Address: _____

Postcode: _____

Email: _____

THIS SECTION MUST ONLY BE COMPLETED BY THE 'DATA SUBJECT' IDENTIFIED ABOVE

Signed:

Print name:

Date:

On completion, this form must be sent to:

Email: learnerreference@rnngroup.ac.uk

Post:

For the attention of Information Governance
and Assurance team
RNN Group (Rotherham College)
Eastwood Lane
Rotherham
S, Yorkshire
S65 1EG