**CHANGE OF PERSONAL DETAILS NOTIFICATION**

**& ALUMNI CONSENT**

|  |  |
| --- | --- |
| Name |  |
| Queen’s Student Number |  |
| Validating University |  |

1. **Details you are letting us know have changed:**

|  |  |  |
| --- | --- | --- |
| **From:** | **To:** | **Date change takes effect** |
| *Eg. Home address 1 The Street, New Town* | *5, The Avenue, Old Town.* | *01/12/2015* |
|  |  |  |
|  |  |  |
|  |  |  |

Part 1. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Nb if it is a name change and you are university registered student please attach some evidence***

***2.* ALUMNI DATABASE**

AND/OR I am happy to have these contact and cohort details transferred to the Alumni Area of the Database. I understand that I may be contacted from time to time to be alerted to events such as were planned this year for the 20th Anniversary of the Foundation becoming an Ecumenical College. You may request to be removed from this list at any time by writing to registry@queens.ac.uk and asking for your alumni details to be amended/ deleted/ or preferences about contact changed. The legal basis for holding data on alumni is by consent. The data is held in electronic database format with and access restricted to staff only. The alumni list is held separately form core student records which have to be retained for legal purposes.

Part 2. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please sign this form TWICE if you are amending details AND wish to go onto the alumni database.***

**PLEASE RETURN THIS FORM TO REGISTRY@QUEENS.AC.UK**

**Internal use:**

Amended: Unite 🞎 Notified Sage Administrator: 🞎 Amended: ALUMNI 🞎

Notified Validating University: 🞎 Notified Library Queen’s: 🞎 Notified Student’s Centre: 🞎

Initials: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Filed student file 🞎.