

Appendix B Sample Form for Fair Collection of Personal Data

The Data Protection Act 1998 seeks to ensure that your personal details are used fairly and lawfully and are kept secure. Under this Act the University is the Data Controller and must comply with certain obligations. One of these is to advise you of certain information including the purposes for which your information is being used.



**GLASGOW
CALEDONIAN
UNIVERSITY**

Department/Division: _____

I consent to the following personal information

being used for the purposes of

and that it could be disclosed to

The Data Protection Act gives you right of access to the personal data the University holds about you. You can exercise this right by making a request in writing to the *Information Strategy Unit, Glasgow Caledonian University, Cowcaddens Road, Glasgow G4 0BA* or email foi@gcal.ac.uk. The University requires payment of the £10 statutory fee before responding to the request.

The University collects, processes, secures and discloses personal information in accordance with the Data Protection Act 1998. Further information can be found at <http://home.gcal.ac.uk/datap/index.html>

Signed _____ Date _____

Name [Block letters] _____