



To whom it may concern

The UK Data Protection Act 1998 protects you and the personal data you supply to the Centre for Open Learning, University of Edinburgh.

All data kept within the University is treated as confidential. The University maintains student data in secure conditions and processes and discloses data in accordance with the terms of its Data Protection notification. Personal data you supply to the University will be made available for official purposes to academic and administrative staff, but access to data is strictly confined to staff with relevant responsibilities.

Therefore, if you would like your agent to represent you and obtain information from the Centre for Open Learning regarding your application for study, you must give the Centre for Open Learning your express permission to do so.

Please sign the disclaimer below to give permission:

DISCLAIMER	
Full Name of Student	
Name of Agency	
I give permission for the Centre for Open Learning, University of Edinburgh to pass any information regarding my application and my documents to my agent (stated above)	
Signature of student	
Signature of parent/guardian (if student is under 18)	
Date	

If you register as an undergraduate or postgraduate student of the University of Edinburgh, you will be asked to sign a further statement of consent for Data Protection purposes. Details on Data Protection can be found at: www.recordsmanagement.ed.ac.uk

Centre for Open Learning

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