

 **Vocational Certificate Coroners Law and Administration**

As part of the application process, you will need the support of your employer to join the course. We require that you and your manager complete the form below. In signing the declaration this form is an agreement between you, your employer and the University to share information.

 **APPLICANT**

|  |  |
| --- | --- |
| Name (print)  |  |
| Email Address  |  |
| Job Title  |  |
| Employer Name and Address  |  |

Leeds Beckett University are the data controller of the information you provide when undertaking the Vocational Certificate Coroners Law and Administration course with Leeds Law School. If you are successful in obtaining funding from your employer, the university may share your personal study information with your manager/employer. This includes but is not limited to the following: attendance, completion details and any aspect that we may feel may affect your ability to successfully complete your course. We will only collect and share the minimum amount of personal information required to provide assistance and support to your sponsor. The legal basis we are reliant on is Article 6.1(b) – processing is necessary for the performance of a contract. Your data will be kept and shared sensitively and securely as part of your application record on the Leeds Beckett Application Portal and in your electronic student file following enrolment on the course. We will only use your personal information whilst delivering support and assistance to the provider of your sponsorship for the duration of your course unless the law requires us to keep it for a longer period. *For more information on these principals, how to exercise your rights and freedoms and how to contact us please visit our privacy webpage at*

[*https://www.leedsbeckett.ac.uk/our-university/public-information/information-compliance/privacy-your-rights-and-freedoms/*](https://www.leedsbeckett.ac.uk/our-university/public-information/information-compliance/privacy-your-rights-and-freedoms/)

Please sign to confirm that you have read and understood the Privacy Notice.

**Signature of applicant: Date:**

**LINE MANAGER\***

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| --- |
| I confirm that: The applicant is employed by this organisation I confirm that the applicant has been allocated funding by this providerI will release the applicant to attend any taught sessions for the course listed above |
| Name (print):  |
| Position:  |

**Signature of manager: Date:**

Please return form to **Admissions** via email: Email: directadmissions@leedsbeckett.ac.uk