

Please first email George Saxon for authorisation G.S.Saxon@warwick.ac.uk (Please contact Kay Prashar in George Saxon's absence). Once authorised please email the form to keyrequests@warwick.ac.uk so your request can be processed.

Date:/...../.....

BARRIER REMOTE FOB ORDER FORM

Department Details:

Contact Details: (Requisitioner)

Name

Address

.....

.....

Fax

Department / Contractor Name:	Quantity:

Cost code:

Signature of applicant:

Print Name:

Authorised by Signature (Head of Department or supervisor)

Print Name:

Received by

Signature:

Print Name:

Date: .../.../.....

George Saxon, Head of Transport Operations & Systems
Signed:

N.B. Remote barrier fobs must be authorised by George Saxon, prior to order. (Please contact Kay Prashar in George Saxon's absence)

Please be aware if the barrier fob is lost by a contractor working on site this will incur a £500 charge.

The University of Warwick will process your **personal data, name, address, signature and contact details**, for the purpose of **authorising access for you to permitted areas of University property**. The legal basis for processing this personal data is **that it is necessary for the performance of a contract and consent to access the information given on the application**.

Your personal data will **not** be shared or disclosed to any third parties external to the University of Warwick, **except for the company managing the security software**, who will process your personal data **for security purposes and managing access permissions to University property**.

Your personal data will **not** be transferred outside of the EEA, but **will be kept securely by the University of Warwick** and will be retained for **the duration of your contract with Warwick plus two years**.

The University of Warwick is the Data Controller of this information and is committed to protecting the rights of individuals in line with Data Protection Legislation. Please visit the University's Data Protection webpages for further information in relation to your rights and how the University processes your personal data. The University's Data Protection Officer can be contacted through DPO@warwick.ac.uk or infocompliance@warwick.ac.uk and any requests should be made in writing to the University's Data Protection Officer.

