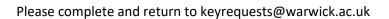
Estates Office Key Request Form





Department Details: Full Suite & Key Reference	Contact Details: (Person Requesting the Key) Name Address		
			Email
	Grand Master	Master/Sub Master	Single Key
	1	Yes/No	Yes/No
2	Cost Codes		
3	- <u>Cost Codes</u>		
4	_		
5	_		
6	_		
7	_		
8	<u> </u>		
Signature of applicant:	Authorised by Si	gnature	
Print Name:	Print Name:		
Received by	Keys Received / Part Delivered		
Signature:			
Signature: Print Name: Date://			

The University of Warwick will process your personal data, name, address, signature and contact details, for the purpose of authorising access for you to Rev. permitted 11.06.2021 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.

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